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ABSTRACT

This manual is designed for use with the Apple II microcomputer and software packages for the Microcomputer Vocational Education Reporting System 1.0 (MICRO-VERS). It is intended to aid local agencies in building and managing a database of information required by the State Board for reporting vocational program enrollment. An introduction describes the reimbursement claiming and reporting process. Part 2 contains a timetable depicting an anticipated sequence for compiling program and enrollment data and reporting them to the State Board. Part 3 is an introduction to the microcomputer. It covers MICRO-VERS 1.0 system hardware, general functions, disk handling, starting of the MICRO-VERS system, and initialization of a new disk. Parts 4 through 6 discuss the three types of necessary data--vocational program data, student data, and course enrollment data. Variable descriptions are provided, and data entry procedures for the various data are described. Part 7 explains entering program completion status data. Part 8 deals with displaying the Reimbursement Claims Report and Parts III, IV, and V of the Vocational Education Data System Report. Procedures for auditing vocational education enrollment and expenditures are explained in part 9. Appendixes include sample forms, a glossary, a list of resources, and supplemental listing programs. (YLB)

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MICRO-VERS
Vocational Education Micro-computer Reporting System User's Guide and Reference Manual
Version 1.0 Apple][™

Illinois
State Board of
Education

Adult,
Vocational and
Technical Education

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MICRO-VERS

Micro-computer Software
for the
Vocational Education Reporting System

User's Guide
and
Reference Manual

Version 1.0
Apple][™

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PART I
INTRODUCTION

Preface

During the past decade, the Illinois State Board of Education/Department of Adult, Vocational and Technical Education, hereafter referred to as the State Board, has developed and implemented a Three Phase System for State wide Evaluation of Vocational Education. This system has three paramount goals: (1) to improve programs at the local level, (2) to foster a data base for state-wide planning, and (3) to provide for the accountability of State and Federal funds as mandated by legislation.

The Illinois State Board of Education, Department of Adult, Vocational and Technical Education has consistently sought out ways to lend administrative support to the local educational agency. Use of new micro-computer technology has allowed the State Board to provide cost-effective data processing assistance for local educational agencies. This is especially timely given new changes in procedure for funding vocational education at the local level. It is clear that a wide variety of administrative applications, when fully tested, can significantly aid local educational agencies in planning, conducting, and evaluating vocational education programs.

Micro-computer software has been developed to assist local administrators with the newly developed vocational education reimbursement and reporting process. This software system is called MICRO-VERS. The timely implementation of the software is significant for several reasons:

(1) There will be a reduction in the amount of time required to prepare the necessary reports.

(2) Micro-computers are becoming widely available for use in local educational agencies.

(3) Data generated by the system may also be used for several guidance and administrative functions such as career planning, curriculum development and evaluation.

It is hoped that vocational administrators in Illinois will find this software useful in the process of planning, implementing and evaluating quality vocational education programs.

Every effort has been made to insure that this software is complete, accurate and "friendly". If problems should arise, however, Appendix C lists several sources for assistance.

Overview of the Reimbursement Claiming and Reporting Process

For a number of years, local educational agencies have submitted a Local Plan for Vocational Education, claims for reimbursement two or three times yearly and an annual Vocational Education Data System (VEDS) report to the Illinois State Board of Education/Department of Adult, Vocational and Technical Education.

During the 1982-83 school year, educational agencies will continue to submit an annual application--A Local Plan for Vocational Education. However, the reporting process completed only once at the end of the school year will contain the information required for both reimbursement claims and Parts III, IV and V of the VEDS System.

The new reporting system encompasses a number of changes related to funding of vocational education programs at the local level. These changes are as follows:

(1) The priority coding process, (1A, 1B, or 1C), has been eliminated and all training level credit courses are funded at the same training level rate. All training level courses will be coded at a level 1.

(2) Students at the training level may only be claimed in one vocational program per year per agency.

(3) Ninth and tenth grade students may be claimed at the orientation level only. Eleventh grade students may be claimed at both the orientation and the training level and twelfth grade students may only be claimed at the training level, (see definition of over age/under achiever in the glossary, Appendix B).

(4) Handicapped, disadvantaged and/or students with limited English proficiency are claimed on an unduplicated, (one time), basis.

The Micro-Computer in Vocational Education

In addition to the annual claiming and reporting process, the vocational administrator will find that the micro-computer has many other useful functions. Some of the advantages which the micro-computer presents include the following:

(1) The micro-computer provides the administrator with immediate access to vocational student and program information that may have been difficult to obtain in the past.

(2) The micro-computer may be used to perform many related management and/or guidance functions useful to the administrator and counselor such as word processing for completing the Local Plan, scheduling, attendance record keeping, job placement, budgeting and cataloging community resources.

(3) The vocational student data base generated can be used for guidance and career development purposes.

In addition to these administrative functions, the applications of the micro-computer for educational purposes are virtually unlimited. The State Board encourages local educational agencies to seek ways to explore administrative and instructional applications of the micro-computer.

The information presented here is a description of the MICRO-VERS process. Several examples are presented which are intended to allow the data-entry person to practice and familiarize himself/herself with the system. Read the following sections, practice with the examples and follow the system to the completion before attempting to enter actual course and student information.

PART II
SCHEDULE FOR DATA COLLECTION AND REPORTING

Although many factors influence the times when a district's Local Plan for Vocational Education is approved, the following time-table depicts an anticipated sequence for compiling program and enrollment data and reporting these data to the State Board.

SEQUENCE	ACTIVITY
Preliminary Procedures	
Step 1:	The local educational agency submits the Local Plan to the State Board requesting approval for the vocational education program. Part II, Section D of this plan consists of a listing of vocational programs made up of a sequence of courses for which the local agency is seeking approval. This portion of the Local Plan, form 15-72, is referred to as the "Turn-Around Document". An approval code will be assigned to each course on the list and returned to the local educational agency.
Step 2:	The Staff of the State Board review the vocational programs and courses, assign approval codes to the Turn-Around Document and return copies to the local agency.

MICRO-VERS Procedures

Step 1:	Following the directions in Part IV of the MICRO-VERS User's Guide, a vocational program file is created from the Turn-Around Document utilizing the micro-computer. This step may be completed any time after the Document has been received but prior to the time when course enrollment data is entered.
Step 2:	A student data file is created which consists of all students enrolled in approved vocational courses. A VOCATIONAL EDUCATION STUDENT RECORD FORM as described in Part V of the User's Guide may be used for this step. The procedure for creating the student data file is also described in Part V.
Step 3:	Course enrollment information is entered into the student data file from class lists to reflect mid-term enrollment in vocational courses. A more detailed explanation of this procedure is found in Part VI. When all class information has been loaded, program completers are identified and loaded as outlined in Part VII.
Step 4:	The reimbursement claim and Parts III, IV and V of the VEDS report is compiled, printed, and ready for submission to the State Board as outlined in Part VIII of the User's Guide.
Step 5:	The completed reports are now delivered to the State Board via the Regional Superintendent of Schools.

Questions concerning the above schedule may be answered in the detailed sections of this guide or may be directed to the personnel listed in Appendix C.

PART III
INTRODUCTION TO THE MICRO-COMPUTER

Introduction

This manual has been designed for use with the Apple][™ micro-computer and the Micro-computer Vocational Education Reporting System, (MICRO-VERS), software package. The ability to program a micro-computer is not necessary to be able to use this program. The materials have been designed to enable users to interact with the micro-computer in plain English. The manual should be read in its entirety prior to using MICRO-VERS.

System Hardware

To use the MICRO-VERS system for reimbursement claims and VEDS reporting, the following equipment will be required:

1. Apple][or Apple][Plus Micro-computer 48K
2. One disk drive with controller card
3. A printer and interface card
4. A video monitor
5. Several blank disks

General Functions

A micro-computer can assist the local educational agency by performing routine, repetitive analyses of information at a high rate of speed. It can provide that assistance only if instructions are given to tell it how to perform the desired analysis. These instructions are provided by preparing a program. The program must be written in a language that the programmer and the micro-computer both understand. The MICRO-VERS program required to complete the reimbursement claims and VEDS reports is included with this package. The next few parts of this manual will describe the use of the program.

Computer hardware, (equipment), follows the instructions provided by the program. When the programmers prepared the program, the **keyboard** of the micro-computer was used to type the set of detailed instructions required to complete the analysis. However, the typing did not result in a piece of paper with the instructions on it, but rather the instructions were recorded on a disk in this case the **MICRO-VERS PROGRAM** disk. The program is **stored** on the disk in the same sense as music is stored on a cassette one would use in a car stereo or tape recorder. The program on the disk can be used repeatedly just as one can play a cassette recorded song over and over. It could be stated that both the program and the song are **permanently stored**.

In order to use the MICRO-VERS program on the disk to complete analyses, simply insert the disk into the disk drive. When the micro-computer is turned on, it will **load** the program into its memory. To load the program means to make a copy of it from the disk, and to put the copy inside the micro-computer so that it may be used. The program now is **permanently stored** on the disk and **temporarily stored** in the micro-computer. The instructions in the program tell the micro-computer what to do and when to do it. For example, the program might tell the micro-computer to display information on the **monitor**. A monitor looks and performs much like a TV set.

The MICRO-VERS program expects information to be submitted in a specific sequence. If the information is received in the proper sequence and format, it is stored and analyzed. If incorrect data is typed into the micro-computer, a message is displayed on the monitor or, in some cases the computer will stop.

As data is entered into the micro-computer, it is stored in a file. A computer file is much like a file cabinet drawer. When one wishes to use information in a file drawer, the file drawer must first be opened. The program also opens computer files. After a file drawer has been opened, the information can be located by checking through the sequence in which the information was filed, (A,B,C ---- or 1,2,3 ----). The micro-computer program does the same. When one finishes using the information, it is returned to the file drawer and the file drawer is closed. The information is then safe and in place for use at another time. It is very important to remember that the program also returns information and closes the file so that it may be accessed at a later time.

Through using the MICRO-VERS program, two applications are desired:

1. To collect, compile and analyze the information according to State Board regulations

and

2. To print the data that will be sent to the State Board.

It is not necessary to know how the computer works or how it analyzes the information. The user of the MICRO-VERS system need only be concerned with two aspects of the program: (a) How to assemble the data required and enter it into the micro-computer; and (b) The end results of the analysis, (i.e., the VEDS and Claim reports), which are to be sent to the State Board. The MICRO-VERS program instructs the computer to "ask" the user for the information at data entry time send the results of the analysis to the printer and to produce a copy of the data to transfer to reports that can be delivered to the State Board.

Parts V and VI of this manual will explain the sequence of entering the vocational program and student data. Obtaining the results of the analysis and printing the reports will be presented in Part VII.

Handling Disks

Disks are somewhat fragile and require careful handling. Always insert the disk into the drive with the label facing up and toward you. When handling the disk, place your thumb over the label. This will help insure that the disk is placed into the drive in a proper fashion. Refrain from touching any portion of the disk other than the stiff paper cover. Do not allow the disk to become bent or creased in any manner. Liquids or smoking ashes accidentally spilled on the disk can quickly ruin it. Always return the disk to its envelope when not in use. These simple precautions will enable the disk to remain clean and provide many hours of use.

The MICRO-VERS package of materials contains this instruction manual, a **MICRO-VERS PROGRAM** disk and a **PRINTER** disk. Several blank data disks will be necessary for storing student and course information. Any good quality 5 1/4" soft-sector disk may be purchased for this purpose. Throughout this manual the three disks will be referred to with the terms **PROGRAM** disk, **DATA** disk, and **PRINTER** disk.

The MICRO-VERS disks are designed to operate with Disk Operating System, (DOS), 3.3. This version is included with all Apple computers purchased after August, 1981. As the program disks included with this package have been made as master disks, they will automatically run under earlier DOS versions. In the event the disks will not operate properly with your system, contact one of the staff persons listed in Appendix C.

Starting the MICRO-VERS System

In order to use the MICRO-VERS system and before turning the computer on, open the drive door on the the disk drive marked DRIVE 1 and check to see that it is empty. (If a disk is found in the drive, remove it at this time.) Insert the **MICRO-VERS PROGRAM** disk into the disk drive and close the door.

The on/off switch for the Apple][is located on the rear, left side of the micro-computer next to the power cord. The power switch for the display monitor is located on the front of the monitor. Turn on the monitor by pulling the on/off switch outward and the micro-computer by moving the power switch into the upward position. At this time the white square marked POWER located on the left hand side of the keyboard will light up, and the disk drive will begin to make a whirring noise. Most disk drives also contain a small light that indicates the drive is in use. Normally the disk drive will run from 30 to 90 seconds before it stops. When the disk drive stops, the following menu of options will appear on the screen:

```
****************************************
*                                      *
*  WELCOME TO MICRO-VERS DATA MANAGER  *
*                                      *
****************************************

           1) UPDATE COURSE FILE

           2) UPDATE STUDENT FILE

           3) UPDATE COMPLETERS

           4) INITIALIZE NEW DATA DISK

  PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

Up to this point it has been assumed that the micro-computer is turned off. If the micro-computer is on prior to using the MICRO-VERS system, a slightly different approach will be necessary. Open the disk drive door and verify that it does not contain a disk. Insert the **MICRO-VERS PROGRAM** disk into the drive, close the door, and type the command **PR#6**, and press the key marked **RETURN** to begin the program. The disk drive should begin to make its whirring noise; and if there is an "in use" light on the drive, it will glow. When the drive stops, the menu of options will appear on the screen.

Initializing A New disk

When a disk is manufactured, it contains no information. In order to use the disk for storing data, special information must be placed on the disk by the computer. The placement of this special information on the disk is called initializing or formatting the disk. A **DATA** disk, provided by the district, that has not been initialized with the **PROGRAM** disk will not work for storage of information with the MICRO-VERS system. To initialize a **DATA** diskette, begin by selecting option number 4 from the menu and pressing the **RETURN** key. The disk drive will momentarily whir while this portion of the program is loaded from the diskette. When the drive has stopped, the following message will appear:

```
PLEASE INSERT A NEW OR NOT NEEDED DISK
INTO DRIVE ONE.

                <<WARNING>>

THIS INITIALIZATION WILL ERASE THE
ENTIRE DISK.
TYPE 'C' TO CONTINUE.  ANYTHING ELSE TO
RETURN TO MICRO-VERS.
```

NOTE: **The new DATA disk must be inserted into the disk drive before pressing C.**

FAILURE TO FOLLOW THE INSTRUCTIONS WILL
RESULT IN DESTROYING
THE MICRO-VERS PROGRAM DISKETTE.

Remove the **MICRO-VERS PROGRAM** disk from the disk drive remembering to place the disk back into its protective envelope. Insert the **DATA** disk into the disk drive and close the door.

Press the letter C and the disk drive will immediately begin to make its familiar whirring noise. The micro-computer will give you the message:

```
INITIALIZING THE DISK...
```

When the micro-computer completes the initialization of the **DATA** disk, the following message will appear:

```
IS THERE A COURSE FILE TO TRANSFER? Y/N
```

Since no courses have been entered yet and this disk is not a continuation of prior disks, press the N key, followed by **RETURN**. Transferring a course file will be explained in a later section. The following message will now appear:

```
PLEASE INSERT MICRO-VERS DISK INTO
DRIVE ONE.
  <<PRESS SPACE BAR TO CONTINUE>>
```

Remove the **DATA** disk from the disk drive, placing it into its protective envelope, and re-insert the **MICRO-VERS PROGRAM** diskette into the disk drive <u>before</u> pressing the space bar to continue. After the **PROGRAM** disk has been placed into the drive, press the space bar. The message, PLEASE STAND BY... will be displayed by the micro-computer while the disk drive is being accessed. When the disk has been read, the DATA MANAGER menu will be returned to the screen.

PART IV
VOCATIONAL PROGRAM DATA

In the MICRO-VERS system, three major steps are involved in collecting and assembling the necessary data for entry into the micro-computer. First, vocational program and course information is obtained from the Turn-Around Document. Secondly, student data must be gathered for each student enrolled in vocational courses. Finally, course enrollment information is obtained from course lists. The data to be collected are the same as has been required in past years and can be obtained from the sources listed below.

Two data files, one for the vocational program information and one for student information, will be created by the computer programs. The vocational director will collect and assemble the required data using a method which is based on local needs and constraints. It will then be put into a format which easily allows for data-entry into the micro-computer. Although the information described in this section may be found in a variety of locations, some suggested sources follow:

IMPORTANT

The information presented here is a description of the MICRO-VERS process. Several examples are presented which are intended to allow the data-entry person to practice and familiarize himself/herself with the system. DO NOT begin entering local data at this time. Read the following sections, practice with the examples and follow the system to the completion BEFORE attempting to enter actual course and student information.

The vocational program information required for input into the MICRO-VERS system is taken from the "Turn-Around Document" and is entered into the micro-computer in the order in which it is presented on this form. An example document is found in this section. The Local Plan for Vocational Education or student handbook may be consulted for information not found in the "Turn-Around Document".

NOTE: Courses offered at other agencies under joint agreements including those at area vocational centers should not be entered with the courses being offered at the home school.

Descriptions of each of the Vocational Program Variables are presented first with examples for practice data-entry at the end of this section.

Variable Descriptions -- Vocational Program Data

Vocational program Name -> A vocational program consists of a sequential series of courses which have been approved for funding. The name for an approved vocational program is found on the "Turn-Around Document" and may be entered directly into the micro-computer. **The program name must occupy no more than 20 characters.**

EXAMPLE: General Office Clerking (See example, page 27)

Six Digit O.E. Code Number -> Each approvable vocational program and course has a corresponding Office of Education Code Number. This number may also be taken directly from the "Turn-Around Document".

EXAMPLE: 14.0303 (See example, page 27)

Vocational Program Information Continued

Course Name -> The name of each approved vocational course may also be found on the "Turn-Around Document". To optimize computer space, **the course name must occupy no more than 25 characters.** In some cases, course names may have to be abbreviated.

EXAMPLE: Interrelated Coop Ed or Clerical Office Procedures
(See example, page 27)

Course Number -> A course number is used by the computer to search disk files and compile requested information. The course number consists of **a maximum of 4 characters** and may be composed of numerals, letters or a combination of both. If a local educational agency presently has course numbers assigned to vocational courses, these may be used as long as they don't exceed 4 characters. If the local agency does not presently use course numbers, they must be assigned to each vocational course.

EXAMPLE: C300 or B250 (See example, page 27)

Type of Recognition (Adult programs, approval code 5 only) -> Type of recognition refers to the type of award (such as a certificate) given program completers for completion of a adult vocational program. If the district has no adult vocational

Vocational Program Information Continued

education programs, this variable may be ignored. The three categories for recognition of adult completers are:

1 = a formal award for a program of 1 Year or More
2 = a formal award for a program of Less Than 1 Year
3 = None, i.e., no formal award.

This information may be found in the Local Plan for Vocational Education, Section D, or in program descriptions found in the student handbook or other guidance materials.

EXAMPLE: 1 = Certificate of Completion for Practical Nurse Program (See example, page 28)

Course Credit -> (Secondary Courses) Course credit refers to the number of Carnegie Units of credit which the local agency grants for successful completion of the vocational course. The number of credits is found on the Turn-Around Document and must be divided by the number of terms into which the course is divided. For example, a one credit course which extends over two semesters would be recorded as .5 credits. A one-semester course would be recorded as .5 credits also.

IMPORTANT: Fractional credits must be entered as a decimal number. For example, enter .5 rather than 1/2. In addition, credit is entered based on the portion of the course for which enrollment information is entered. For example, if enrollment information is to be entered for one semester of a two-semester course, one-half of the total credit is entered here.

EXAMPLE:
1 = one credit, one semester course
.5 = 1/2 credit, semester course
.5 = 1/2 credit, two semester course

WARNING: If you have questions in interpreting this Vocational Program variable, contact your Regional Vocational Administrator. An error in entering this variable can be responsible for significant audit exceptions.

Vocational Program Information Continued

Course Contact Hours Adult Courses, Fixed Amount -> Adult non-credit courses are reimbursed on the number of contact hours which the class meets rather than the number of credits. The number of contact hours which has been approved for each adult course may be taken directly from the "Turn-Around Document". **Agencies which offer adult courses on a variable contact hour per student basis should enter the letters VAR for this variable. The contact hours for these students will be entered later with the student enrollment information.**

EXAMPLE: 650 = Six hundred fifty hours (See example, page 28)
VAR = Variable contact hours to be entered later

Vocational Program Information Continued

Course approval code -> A course approval code is assigned to the vocational course by the Program Approval and Evaluation Section of the State Board before the "Turn-Around Document" is returned to the local agency. Approval codes may be entered directly from the "Turn-Around Document".

EXAMPLE: 1 = training level course
3 = orientation level course
5 = adult training level program
6 = adult training level course
7 = adult apprenticeship course (See example, page 27)

Special Organization Factor -> Local educational agencies which enroll students from two or more agencies may qualify for the additional funding provided by the Special Organ-

Vocational Program Information Continued

ization Factor. Application for this factor must be made with the Local Plan and the approval will be indicated on the Turn-Around Document.

EXAMPLE: Y = yes, or blank, or no
(See example Programming I&II, page 27)

Number of Terms for Full Credit -> The number of terms, (semesters or quarters), into which the full course is divided. Also equals the number of times enrollment information is to be entered during the course.

EXAMPLE: 1 = one semester or quarter course.

2 = full year course, enrollment information entered twice, (once each semester).

3 = course that is taught for three quarters

Note: Adult vocational education courses use the same designations. Most adult courses will be one term in length.

IMPORTANT NOTE: It is strongly suggested that a separate DATA disk be maintained for adult courses and students. This will allow for printing the final reports in a manner which is easy and efficient while preventing any possible errors in mixing secondary and adult programs. This procedure was NOT followed in the examples presented in this manual, however so that it might be kept as brief as possible.

Data Entry Procedures -- Vocational Program Data

To enter vocational program and course data into the computer with the MICRO-VERS program, begin with menu option 1, UPDATE COURSE FILE.

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*                                       *
*****************************************

          1) UPDATE COURSE FILE

          2) UPDATE STUDENT FILE

          3) UPDATE COMPLETERS

          4) INITIALIZE NEW DATA DISK

 PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

Enter the number 1 and press **RETURN.** The micro-computer will display the message:

```
PLEASE INSERT CORRECT DATA DISK INTO
DRIVE ONE.

   <<PRESS SPACE BAR TO CONTINUE>>
```

Remove the **PROGRAM** disk from the disk drive, replacing the disk in its protective envelope, and insert the **DATA** disk which was previously initializing into the drive. Close the drive door and press the space bar to continue. After a short period, the following menu of options will appear:

```
            **************************
            *                        *
            * COURSE UPDATE ROUTINE  *
            *                        *
            **************************

              1) ENTER NEW COURSES

              2) EDIT COURSE DATA

              3) LIST CURRENT COURSES

              4) CLOSE FILE AND EXIT

       PLEASE ENTER NUMBER AND PRESS 'RETURN'

             COURSE FILE IS 0% FULL
```

The COURSE UPDATE ROUTINE menu contains four options as well as an indicator to let you know how full the data disk is.

Option 1 -- ENTER NEW COURSES

Option number one, ENTER NEW COURSES, will be used here to input the program and course information. After entering a 1 and pressing **RETURN**, the following screen will appear:

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 !          PLEASE INPUT COURSE INFORMATION                      !
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
PROGRAM NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

PROGRAM O.E. -> _ _ _ _ _ _ _ _

COURSE NAME  -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                        COURSE ID. -> _ _ _ _

                 RECOGNITION CODE  -> _

    CREDIT/CONTACT HRS PER TERM    -> _ _ _

                   APPROVAL CODE   -> _ _

                    SPECIAL ORG.   -> _

    NUMBER OF TERMS FOR FULL CREDIT -> _
```

DATA ENTRY NOTES:

(a) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

(b) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

(c) If a typing error is made, it can be corrected by pressing the back space key, (left arrow key), and retyping the information.

(d) The beginning point of each line of entry is marked with a cursor, (the character that moves across the screen as each key is pressed). If no information is to be entered as shown with RECOGNITION CODE in the above example, simply press the RETURN key to bypass the entry.

Enter the following practice data to become acquainted with the MICRO-VERS system. The data is entered directly into the course information screen as it is typed. After each line entry has been completed, press RETURN to move to the next line.

```
 - - - - - - - - - - - - - - - - - - - - - - - - - - -
 !          PLEASE INPUT COURSE INFORMATION          !
 - - - - - - - - - - - - - - - - - - - - - - - - - - -
 PROGRAM NAME -> GENERAL_OFFICE_CLERK

 PROGRAM O.E. -> 14.0303

 COURSE NAME  -> INTERRELATED_COOP_ED

                     COURSE ID. -> C300

               RECOGNITION CODE -> _

 CREDIT/CONTACT HRS PER TERM    -> 1__

                  APPROVAL CODE -> 1_

                   SPECIAL ORG. -> _

 NUMBER OF TERMS FOR FULL CREDIT -> 2
```

When the last entry, (NUMBER OF TERMS), has been completed, pressing the **RETURN** key will display the following message:

```
PRESS 'R' TO RE-ENTER.  PRESS 'RTN' TO
ACCEPT OR 'ESC' FOR LAST ENTRY
```

A description of this message follows:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data for the course, pressing the letter R will remove the data from the screen and allow the correct information to be re-entered.

PRESS 'RTN' TO ACCEPT

Pressing the **RETURN**, (RTN), key will cause the data to be accepted by the program and immediately return the screen as before ready for entering another program or course.

'ESC' FOR LAST ENTRY

Pressing the **ESC** key on the upper left side of the keyboard tells the micro-computer that this is the last entry to be made in the course file at this time. When the disk drive stops, the COURSE UPDATE ROUTINE menu of options will be returned to the screen. In summary, the **ESC** key files the last entry and returns to the "COURSE UPDATE ROUTINE" menu.

Since data is being entered for practice, try each of the first two options to become familiar with their operation by beginning with the first one, PRESS 'R' TO RE-ENTER. After re-entering the data shown on page 24, select the second option PRESS 'RTN' TO ACCEPT.

Since the name of the program and its O.E. code is the same, simply press the **RETURN** key at PROGRAM NAME ->. If the PROGRAM NAME and O.E. code were different, typing in the new data prior to pressing the **RETURN** key would automatically change this information. Now enter the following example:

```
 - - - - - - - - - - - - - - - - - - - - - - - - - -
 !         PLEASE INPUT COURSE INFORMATION         !
 - - - - - - - - - - - - - - - - - - - - - - - - - -
 PROGRAM NAME -> ?ENERAL_OFFICE_CLERK
 PROGRAM O.E. -> 14.0303
 COURSE NAME  -> CLERICAL_OFFICE_PROC
                           COURSE ID. -> B250
                     RECOGNITION CODE -> _
 CREDIT/CONTACT HRS PER TERM          -> 1__
                        APPROVAL CODE -> 1_
                         SPECIAL ORG. -> _
 NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Press 'RTN' to accept the entry above.

Continue adding the courses on the example "turn-around document" included in this section beginning with Accounting I, B240. When finished, five programs and eighteen courses will have been entered.

NOTE: Adult courses Beginning Drafting and Carpentry Appr. should be recorded as though they were programs consisting of a single course with the same name.

* LEGAL DISTRI[illegible]NAME*

ILLINOIS STATE BOARD OF EDUCATION
Department of Adult, Voca[illegible]l and Technical Education
Program Approval [illegible]valuation Section

FISCAL YEAR SECTION D, PART II

LEA TYPE:
TERM:
REPORTING:

Mayberry Community District #100

IDC: PDC:

REGION: COUNTY:
DISTRICT: REG. SUPT.

CREDIT COURSE OFFERINGS ONLY

	0	1	2	3		4	5		6		7		8		9		10		11		12	13	14	15
	ISBE Use Only	OCCUPATIONAL PROGRAMS WITH INDIVIDUAL COURSES INDENTED AND LISTED IN SEQUENTIAL ORDER BELOW EACH PROGRAM TITLE (ONE COURSE PER LINE)	O.E. CODE NUMBER	Check if Course Qualifies 08		COURSE CREDIT UNITS/ HOURS	HIGH SCHOOL OCCUPATIONAL ORIENTATION (Typically 9 & 10)				HIGH SCHOOL OCCUPATIONAL EXPERIENCE OR TRAINING (Typically 11 & 12)				POST-SECONDARY OCCUPATIONAL EXPERIENCE OR TRAINING				ADULT TRAINING FOR CREDIT		STUDENTS QUALIFYING AS			For ISBE Use Only
				SPEC	IP NR TO LG		9		10		11		12		13		14				DSADV	LESA	HDCPD	
							M	F	M	F	M	F	M	F	M	F	M	F	M	F				
1	X	General Office Clerk	14.0303	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2		Interrelated Coop Ed C300	18.9902			~~2~~ 1	2																	1A
3		Clerical Office Proc B250	14.0303			~~2~~ 1	2																	1B
4		Accounting I B240	14.0303			~~1~~.5	2																	1B
5		Office Machines B230	14.0303			.5	1																	1B
6		Typing II B220	14.0303			~~1~~.5	2																	NC
7		Intro to Data Proc B130	14.0303			.5	1																	NA
8		Typing I B120	14.0303			~~1~~.5	2																	3
9		Orient to Bus Occup B100	14.0303			~~1~~.5	2																	3
10	X	Computer Programming	14.0203	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11		Interrelated Coop Ed C300	18.9902			~~2~~ 1	2																	1A
12		Programming II B210	14.0203	X		~~2~~ 1	2																	1B
13		Programming I B260	14.0203	X		~~2~~ 1	2																	1B
14		Accounting I B240	14.0203			~~1~~.5	2																	1B
15		Intro to Data Proc B130	14.0203			.5	1																	NA
16		Typing I B120	14.0203			~~1~~.5	2																	3
17		Orient to Bus Occup B100	14.0203			~~1~~.5	2																	3

TERMS FOR FULL CREDIT ←

Handwritten entries on this form are made by the district to help in entering these data.

ISBE 15-63 (9/79)

233 PAGE____

SUBMIT FIRST THREE COPIES - RETAIN LAST COPY

LEGAL DISTRICT NAME

STATE BOARD OF EDUCATION
ILLINOIS OFFICE OF EDUCATION
Program Approval and Evaluation Section

FISCAL YEAR SECTION D, PART II

LEA TYPE:
TERM:

Mayberry Community District #100

IDC: PDC:

NON-CREDIT COURSE OFFERINGS ONLY

REGION: COUNTY:
DISTRICT: REG. SUPT.

0	1	2	3		4	5	6	7	8	9	10	11	15
IOE Use Only	OCCUPATIONAL PROGRAMS WITH INDIVIDUAL COURSES INDENTED AND LISTED IN SEQUENTIAL ORDER BELOW EACH PROGRAM TITLE (ONE COURSE PER LINE)	O. E. CODE NUMBER	CHECK IF COURSE QUALIFIES FOR		TOTAL NUMBER HOURS CLASS MEETS	ENROLLMENTS BY SEX AND LEVEL							For IOE Use Only
						ELEMENTARY (K-8)		ADULT (Not available for full-time study)		STUDENTS QUALIFYING AS			
			SPEC. ORG.	INTL. PROG.		Male	Female	Male	Female	Disadv.	LESA	Hdcpd	
1 X	Practical Nursing	07.0302	****	****	****	*******	*******	****	****	***	***	***	****
2	Practical Nursing A100 1 YEAR RECOGNITION	07.0302			650	1 TERMS FOR FULL CREDIT							5
3	Beginning Drafting A300 NO RECOGNITION CODE	17.1300			VAR	1 ←							6
4	Carpentry Appr A400 NO RECOGNITION CODE	17.1001			155	1							7
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													

NOTE: Adult courses having approval codes 6 or 7, i.e. Beginning Drafting and Carpentry Appr., must be recorded as though they were programs consisting of a single course.

IOE 16-75 (6/76)

SUBMIT FIRST THREE COPIES – RETAIN LAST COPY.

After entering the last page of data, (Carpentry Appr), select the third option 'ESC' FOR LAST ENTRY. Pressing the ESC key will return you to the COURSE UPDATE ROUTINE menu:

```
                *************************
                *                       *
                * COURSE UPDATE ROUTINE *
                *                       *
                *************************

                 1) ENTER NEW COURSES

                 2) EDIT COURSE DATA

                 3) LIST CURRENT COURSES

                 4) CLOSE FILE AND EXIT

            PLEASE ENTER NUMBER AND PRESS 'RETURN'
                 COURSE FILE IS 2.6% FULL
```

Notice that the course file indicator above shows the effect of adding the courses. The file has room for about 500 courses.

Option 2 -- EDIT COURSE DATA

The second option EDIT COURSE DATA is used to edit course data that has been previously entered. This option is also used when a course should no longer appear in a program in the COURSE file. This option will be bypassed momentarily until Option Three has been examined.

Option 3 -- LIST CURRENT COURSES

The "LIST CURRENT COURSES" option will allow courses that have been previously entered in Option One to be displayed. Enter 3 and press the **RETURN** key. The screen will display the the course names, course ID numbers, and a list of the O.E. Code numbers for the vocational programs. Note that the screen lists the courses and stops. Press the space bar to review other courses on the file. When the COURSE LIST has been examined, press the space bar to return to the COURSE UPDATE ROUTINE menu.

Return to Option two, EDIT COURSE DATA and practice editing and deleting course data. Enter 2 and press the **RETURN** key. The following message will appear:

```
 - - - - - - - - - - - - - - - - - - - - - - - - - - -
 !          PLEASE INPUT COURSE INFORMATION          !
 - - - - - - - - - - - - - - - - - - - - - - - - - - -

 COURSE NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                         OR
           COURSE ID. -> _ _ _ _
```

Either the course name or the course ID number may be used to indicate the one to delete. Since errors are less likely to occur and the process is faster, it is suggested that the course ID number be used. Press the **RETURN** key once to skip by the course name. Fill in the line entry COURSE ID. as shown below:

```
 - - - - - - - - - - - - - - - - - - - - - - - - - - -
 !          PLEASE INPUT COURSE INFORMATION          !
 - - - - - - - - - - - - - - - - - - - - - - - - - - -

 COURSE NAME -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                         OR
           COURSE ID. -> B240
```

After entering the Course ID. number and pressing the **RETURN** key, the following message will appear:

```
IS THIS CORRECT?  TYPE 'R' TO RE-ENTER
PRESS 'RETURN' IF CORRECT
          OR
PRESS 'ESC' FOR LAST ENTRY
```

Pressing the **ESC** key, located on the upper left hand side of the keyboard, tells the micro-computer this is the last course which is to be edited or deleted. Pressing the **ESC** key, or the **RETURN** key if more than one course is to be edited or deleted, results in the following message:

```
         EDITING COURSE B240
COURSE NAME -> ?CCOUNTING I
                 COURSE ID. -> B240
           RECOGNITION CODE ->
CREDIT/CONTACT HRS PER TERM -> .5
              APPROVAL CODE -> 1
               SPECIAL ORG. ->
NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Note that the information previously entered for course B240 is shown on the screen. Assume that the course credit was originally entered in error. It should have been (1) rather than (.5) credit. Press the **RETURN** key until the cursor reaches that line. Once the correction has been made, press the **RETURN** key until the following message appears:

```
                 IS THIS CORRECT? Y/N
```

If the edited information is correct, press Y and **RETURN**. The following additional information will be presented:

```
================================
 1: 14.0203
 2: 14.0303

DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

S - permits a course to be deleted from a <u>selected</u> program in which it appears.

A - permits a course to be deleted from <u>all</u> programs in which it appears.

E - exits the EDIT COURSE DATA Option.

This screen indicates that the course B240 is found in two program areas: 14.0203 and 14.0303. Since all editing has been completed for this course, press E and **RETURN** to display the following message:

```
SAVE THE CHANGES Y/N?
```

To record the changes which have been made, press Y and **RETURN**. The following screen will appear:

```
   COURSE HAS BEEN UPDATED
<< PRESS SPACE BAR TO CONTINUE >>
```

Remove course B240 from the Data Processing program. After entering course number B240 and pressing **RETURN** you will once again be asked to verify the accuracy of this number. Press either the **ESC** or the **RETURN** keys for the following message:

```
                EDITING COURSE B240

      COURSE NAME -> ?CCOUNTING I

                          COURSE ID. -> B240

                     RECOGNITION CODE ->

      CREDIT/CONTACT HRS PER TERM -> 1

                         APPROVAL CODE -> 1

                          SPECIAL ORG. ->

      NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Use the **RETURN** key to move the cursor down the screen until the following message appears:

```
IS THIS CORRECT? Y/N
```

Press Y and **RETURN** and the following information is added to the screen:

```
==============================
 1: 14.0203
 2: 14.0303

DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

Remember the following descriptors:

S - permits a course to be deleted from a <u>selected</u> program in which it appears.

A - permits a course to be deleted from <u>all</u> programs in which it appears.

E - exits the EDIT COURSE DATA Option.

Enter a S and **RETURN** as the next step in deleting Accounting I from the Computer Programming Program. Note that the message "WHICH PROGRAM? 1..2?" has been added to the screen.

```
=================================
1: 14.0203
2: 14.0303
DELETE  S)ELECTED  A)LL  OR  E)XIT?
WHICH PROGRAM? 1..2 ?
```

Since Computer Programming (14.0203) is program number 1 as listed on the screen, enter 1 and **RETURN**. The screen now indicates that Accounting I has been removed from the Computer Programming Program, 14.0203. The screen still indicates that the course is a part of 14.0303, General Office Clerk program. The next step is to enter an E followed by **RETURN** to exit the EDIT COURSE DATA Option. The following message is displayed:

```
SAVE THE CHANGES? Y/N
```

Entering a Y and **RETURN** will delete the course from the program(s) indicated and the message, COURSE HAS BEEN UPDATED, displayed on the screen. If a mistake has been made, an N and **RETURN** may be entered which will not remove the course from the file. After the course has been deleted from the file, the COURSE UPDATE ROUTINE menu will be returned to the screen if ESC for last entry was entered. After the course has been deleted, Option Three, "LIST CURRENT COURSES", may be selected to verify the course has been removed.

Option 4 -- CLOSE FILE AND EXIT

Each time work is begun with the DATA disk, a file is opened on the data disk much the same as opening a file cabinet drawer. The MICRO-VERS program automatically performs this procedure. Just as a file cabinet drawer must be closed when you have finished working with its contents, the micro-computer must close its files. The micro-computer is told to perform this operation through the "CLOSE FILE AND EXIT" menu option.

********CAUTION********
***** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT USING *****
***** THE "CLOSE FILES AND EXIT" MENU OPTION *****

If the micro-computer is turned off prior to closing the file, **ALL OF YOUR HARD WORK WILL BE LOST!**

Enter a 4 and press the **RETURN** key, the disk drive will momentarily turn on, the computer file will be closed and the Applesoft cursor, "]" will be returned to the upper left hand corner of the screen. Remove the **DATA** disk from the drive remembering to return it to the protective envelope after using the MICRO-VERS program.

PART V
STUDENT DATA

The procedure for gathering information required for each student in the vocational program is somewhat complex and will vary depending on several factors such as school enrollment and the type of registration process used. Two methods for assembling the data will be presented here; however, it should be noted that the format may be altered by the local agency so that they may utilize existing procedures for compiling student information.

In order to insure that the required data for each vocational student has been collected, a special form has been prepared which may be used, on an optional basis, by the local educational agency. This STUDENT RECORD FORM provides spaces to enter appropriate data for each student. In addition, each variable is in proper order for entry into the micro-computer. A sample STUDENT RECORD FORM may be found in Appendix A.

METHOD 1: Type in the required information for all students enrolled in the local agency.

This method has the advantages of entering the student information early and not having to check for duplicate entry of students. Entering student information for students who may not be enrolled in a vocational course is a disadvantage of this method.

The computer will ignore these students; however, the data entry time may be of some concern.

METHOD 2: Wait until after mid-term of the final term, (semester or quarter), of the school year and enter student information for students who appear on class lists for vocational courses. The advantage of this method is that only vocational students will be entered into the computer. However, class lists will have to be checked for duplications so that information will not be entered twice for the same student.

The local educational agency could possibly devise a method based on local conditions which combine the advantages of each of the above methods while removing the disadvantages.

A blank STUDENT RECORD FORM may be found in Appendix A. A form which has been completed with sample information has been included in this section. Each variable will be described in the order in which it is to be entered into the computer. Data entry procedures follow these descriptions.

Variable Descriptions -- Student Data

Student Name -> Twenty spaces are allowed for entering the name of the student. It is a good practice to enter the last name first.

IMPORTANT: When the last name is entered first, DO NOT enter a comma between the last and first name. This will cause an error. Use only a blank space between names.

EXAMPLE: BOTTOMS TOM

Vocational Student Information Continued

School ID # -> This variable is necessary for those vocational classes which are being operated under a special organization such as a joint agreement and qualify for the Special Organization Funding Factor. This will be indicated on the "Turn-Around Document" by an X in the Spec. Org. box. A number in the range (01 - 99) is assigned to each participating school. When completing the STUDENT RECORD FORM for students from a participating school, this number is entered into this space. When completing the STUDENT RECORD FORM for a student from the home school, this space is left blank.

EXAMPLE: Blank = Home Town High (See example, page 47)
01 = Maple City High
02 = Oak Cliff High
etc.

Student ID Number -> Up to 9 spaces are allowed for a student ID number. This number is assigned by the local educational agency. Letters are allowed as well as numerals. IF student ID numbers are not presently used in your agency, here are some suggestions in assigning ID numbers: (1) Imbed the graduation date into the ID number, (2) Be sure to allow for the maximum number of students anticipated when choosing the number of digits for the ID number.

EXAMPLE: 55048 (See example, page 47)

Sex -> M = Male, F = Female

Vocational Student Information Continued

Grade Level ->

09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Racial Background ->

1 = Alaskan Native/American Indian
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Definitions of each of the above ethnic/racial categories may be found in Appendix P, Glossary of Terms.

Over Age/ Under Achiever -> A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be be claimed in training level courses. For students who qualify, a (Y) is entered into this space. The space is left blank for all others.

EXAMPLE: Blank = Performing at grade level (See example, page 51)
Y = Over-age/Under-achiever

Handicapping Condition -> A 3 digit code is used for specifying the condition or type of handicap a student possesses. Each student who is identified as handicapped will have one of the eleven three digit codes listed in the CODES FOR COMPLETING THE STUDENT RECORD FORM, (See reverse side of the STUDENT RECORD FORM, Appendix A). Assign and enter this code

Vocational Student Information Continued

into the computer. These spaces are left blank for those students who have not been identified as handicapped.

EXAMPLE: H03 = Deaf (See example, page 47)

Service Code -> A 2 digit service code describing special services the agency provides to the handicapped student must be selected and entered into the computer. A list of the Service Codes may also be found in Appendix A. It is very important that the service code selected be appropriate for the handicapping condition of the student.

EXAMPLE: 03 = Interpreter for the deaf student
(See example, page 47)

Disadvantage Condition -> A 3 digit code is used to specify the condition or type of disadvantagement which the student possesses. Each student who is identified as disadvantaged will have one of the six 3 digit codes listed in Appendix A. Assign and enter this code into the computer. If a student is identified in more than one disadvantaged condition, the agency should select one condition to enter here. A student may not be identified as both disadvantaged and having limited English proficiency, (L.E.P.). Such students should be claimed, in all cases, as L.E.P. These spaces are left blank for those students who are not being identified as disadvantaged.

EXAMPLE: D05 = Economically Disadvantaged (see example, page 48)

Vocational Student Information Continued

Service Code -> A service code describing special services the agency provides to the disadvantaged student must be selected from the list in Appendix A and entered into the computer. **It is very important that the service code selected be appropriate for the disadvantage condition of the student.**

EXAMPLE: 15 = Special Testing (see example, page 48)

Program Completer -> A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills. This information is used in the VEDS portion of the report.

Rules and Suggestions for Completing a Student Record Form

Fill out a STUDENT RECORD FORM for each student enrolled in an approved vocational course. If following METHOD 1 as described on page 36, this form should be completed for each student enrolled in the local agency.

Rule

(a) You may use up to the maximum number of spaces provided for each variable--but no more.

(b) Abbreviate where necessary when student names are longer than the spaces provided. DO NOT separate the last name and first name with a comma.

Rules and Suggestions Continued

(c) Left justify data in the spaces provided. If the information to be entered has fewer characters than spaces provided, leave blank spaces in the right-hand portion of the space provided. For example:

STUDENT I.D. # -> |8|5|1|0|1|_|_|_|_|

When entering alphabetic data such as a student's name, blank spaces may be entered to separate names and will be treated as blank spaces by the computer. When entering numeric data such as the ID number, blank spaces to the right of the number will be ignored.

(d) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

Computer users often use the following symbols when completing data input forms for entering information to avoid confusion on the part of the typist.

Ø = ZERO
O = LETTER O
2 = NUMBER 2
Ƶ = LETTER Z
1 = NUMBER 1
I = LETTER I

(e) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

Data Entry Procedures -- Student Data

To enter student information, place the MICRO-VERS PROGRAM disk into the disk drive and either turn the micro-computer on using the switch located on the back left side of the micro-computer, or type the command PR#6 followed by pressing the RETURN key. The MICRO-VERS DATA MANAGER menu will be displayed on the screen:

```
****************************************
*                                      *
*  WELCOME TO MICRO-VERS DATA MANAGER  *
*                                      *
****************************************

            1) UPDATE COURSE FILE

            2) UPDATE STUDENT FILE

            3) UPDATE COMPLETERS

            4) INITIALIZE NEW DATA DISK

  PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

To enter the student data into the MICRO-VERS program, enter number 2 and press **RETURN**. The micro-computer will display the message:

```
PLEASE INSERT PROPER DISK INTO DRIVE ONE.
   << PRESS SPACE BAR TO CONTINUE >>
```

Remove the PROGRAM disk from the disk drive, replacing the disk in its protective envelope, and insert the DATA disk. The same data disk is used to store both the Course data and the Student data. Close the disk drive door and press the space bar. After pressing the space bar to continue, the disk drive will access for a brief period of time and the following menu of options appears:

```
*******************************
*                             *
*  STUDENT FILE EDIT ROUTINE  *
*                             *
*******DISK IS 1.3% FULL*******

  1) ADD STUDENTS TO FILE
  2) DELETE STUDENTS FROM FILE
  3) ENTER CLASS LIST
  4) EDIT STUDENTS ENTRIES
  5) ENTER VARIABLE CONTACT HOURS
  6) ENTER COOP. CLASSES
  7) ENTER SPECIAL ED. COOP(18.9906)
  8) CLOSE FILE AND EXIT
PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

The STUDENT FILE EDIT ROUTINE menu contains eight options as well as an indicator to let you know how full the data disk is.

Option 1 -- ADDING STUDENTS

Option number one, "ADD STUDENTS TO FILE", is used to input the student information. After entering 1 and pressing **RETURN**, the following screen will appear:

```
STUDENT NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCHOOL ID. NUMBER -> _ _

      STUDENT ID. NUMBER -> _ _ _ _ _ _ _ _ _ _

SEX -> _    GRADE LEVEL -> _ _

              ETHNIC/RACE -> _

OVER-AGE/UNDER-ACHIEVER -> _

  HAND. COND. -> _ _ _  SERVICE -> _ _

DISADV. COND. -> _ _ _  SERVICE -> _ _
```

The following practice data will help acquaint the user with entering student information using the MICRO-VERS software package. Input the following data onto the student information screen:

```
STUDENT NAME -> SMITH_JIM__________

SCHOOL ID. NUMBER -> _ _

     STUDENT ID. NUMBER -> 55017____

SEX -> M    GRADE LEVEL -> 12

            ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER -> _

  HAND. COND. -> _ _ _  SERVICE -> _ _

DISADV. COND. -> _ _ _  SERVICE -> _ _
```

After each line entry has been completed, press **RETURN** to move to the next line. The beginning point of each line of entry is marked with the ? cursor as with the course update routine.

NOTE: If no data is to be entered for a specific line entry as in the option above, simply press the **RETURN** key to move to the next line entry. If a typing error is made, it can be corrected by using the back space key, (left arrow key), to back up to the incorrect information and retyping.

When the last entry is completed, pressing the **RETURN** key will display the following message:

```
PRESS 'R' TO RE-ENTER.  PRESS 'RETURN' TO
ACCEPT OR PRESS 'ESC' FOR LAST ENTRY
```

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, pressing the letter R will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' TO ACCEPT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen for entering additional student data.

Since practice data is being entered at this time, try the first two options to become familiar with their operation. Begin with the first one, PRESS 'R' TO RE-ENTER. After re-entering the data from page 45 again, select Option two, PRESS 'RETURN' TO ACCEPT.

After entering the first student data, enter the following information into the file:

```
STUDENT NAME -> PETERMAN JIM________
SCHOOL ID. NUMBER -> _ _
     STUDENT ID. NUMBER -> 55019___
SEX -> M    GRADE LEVEL -> 12
            ETHNIC/RACE -> 3
OVER-AGE/UNDER-ACHIEVER -> Y
  HAND. COND. -> ___    SERVICE -> __
DISADV. COND. -> ___  SERVICE -> __
Press RETURN to enter these data.
```

Continue to enter the student data from the example STUDENT RECORD FORMs included on the next few pages.

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> BOTTOMS TOM

SCHOOL ID. NUMBER -> 02

STUDENT I.D.# -> 55048

SEX -> M

GRADE LEVEL -> 09

ETHNIC/RACE -> 2

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION -> H03

SERVICE CODE -> 03

DISADVANTAGE CONDITION ->

SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> FALLS SHARON

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55022

SEX -> F

GRADE LEVEL -> 11

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION ->

SERVICE CODE ->

DISADVANTAGE CONDITION -> D05

SERVICE CODE -> 15

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> GLADSTONE JERRY

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55018

SEX -> M

GRADE LEVEL -> 11

ETHNIC/RACE -> 4

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION ->

SERVICE CODE ->

DISADVANTAGE CONDITION ->

SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> HOLLOWAY GLEN

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55105

SEX -> M GRADE LEVEL -> 30

ETHNIC/RACE -> 2

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION -> SERVICE CODE ->

DISADVANTAGE CONDITION -> L01 SERVICE CODE -> 20

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> JORDAN JOANN

SCHOOL ID. NUMBER -> 01

STUDENT I.D.# -> 55024

SEX -> F

GRADE LEVEL -> 10

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER -> Y

HANDICAPPING CONDITION -> H01 SERVICE CODE -> 07

DISADVANTAGE CONDITION -> SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> MOORE DAN

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55106

SEX -> M

GRADE LEVEL -> 30

ETHNIC/RACE -> 3

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION ->

SERVICE CODE ->

DISADVANTAGE CONDITION ->

SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> SINGLETON JANET

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55038

SEX -> F   GRADE LEVEL -> 09

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION ->   SERVICE CODE ->

DISADVANTAGE CONDITION ->   SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> SMITH JANE

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55020

SEX -> F GRADE LEVEL -> 11

ETHNIC/RACE -> 2

OVER-AGE/UNDER-ACHIEVER ->

HANDICAPPING CONDITION -> SERVICE CODE ->

DISADVANTAGE CONDITION -> SERVICE CODE ->

'ESC' FOR LAST ENTRY

When the last student has been entered, select the third option, PRESS 'ESC' FOR LAST ENTRY. Pressing the ESC key tells the micro-computer that this is the last entry to be made in the student file at this time. The STUDENT FILE EDIT ROUTINE menu of options will be returned to the screen.

> NOTE: Should you press **RETURN** by mistake after the last student has been entered rather than ESC, the student data entry screen will return ready to receive another student as before. To record the data and exit the routine, press **ESC** in response to the first variable, STUDENT NAME. This will bypass the data entry and the routine may be exited in the normal manner.

Using Multiple Data Disks

Multiple data disks will not be necessary for this practice session. However, if more than 500 students are enrolled in the vocational program, more than one **DATA** disk will be required.

IMPORTANT NOTES:

(a) There is an indicator, "DISK IS % FULL", which appears on the STUDENT FILE EDIT ROUTINE menu. As student data is entered, periodically check the indicator. When the DATA disk nears 100% full, (about 95 percent), follow the nine steps below. This allows for the entry of additional students at a later time.

(b) Clearly label each disk in the order in which they have been initialized, i.e DATA DISK #1 -- STUDENTS A-F, DATA DISK #2 -- STUDENTS G-M, etc.

(c) It is suggested that districts with substantial adult enrollment prepare a separate data disk for these students to aid efficiency in compilation.

1. Select menu option 8, "CLOSE FILE AND EXIT".
2. When the "]" cursor returns, remove the **DATA** diskette from the disk drive.

3. Insert the **MICRO-VERS PROGRAM** disk into the disk drive, close the drive door and enter **PR#6**.

4. The MICRO-VERS DATA MANAGER menu will soon appear on the screen.

5. Select Option Four, (see page 13), "INITIALIZE NEW DATA DISK". When the following message appears,

```
IS THERE A COURSE FILE TO TRANSFER? Y/N
```

   Press the **Y** key and then the **RETURN** key.

6. The following message will now appear on the screen:

```
PLEASE INSERT DISK WITH COURSE FILE
 << PRESS SPACE BAR TO CONTINUE >>
```

   The disk with the course file is the original **DATA** disk which became full. Insert it into the disk drive and press the space bar. The following message will soon appear:

```
PLEASE INSERT THE NEW INITIALIZED DISK
   << PRESS SPACE BAR TO CONTINUE >>
```

7. Insert the newly initialized disk and press the space bar. The disk drive will whir and this message will reappear:

```
PLEASE INSERT DISK WITH COURSE FILE
 << PRESS SPACE BAR TO CONTINUE >>
```

8. Once more, insert the original **DATA** disk and press the space bar. The following message will appear:

```
PLEASE INSERT NEW INITIALIZED DISK
 << PRESS SPACE BAR TO CONTINUE >>
```

9. As before, insert the newly initialized disk and press the space bar. The disk drive will whir and the message:

```
PLEASE INSERT MICRO-VERS PROGRAM DISK INTO DRIVE ONE
         << PRESS SPACE BAR TO CONTINUE >>
```

will appear. Insert the **MICRO-VERS PROGRAM** disk and press the space bar. When the disk drive stops, the second data disk is ready for adding students to the file. To continue, return to the UPDATE STUDENT FILE Routine and insert the second data disk when the following message appears:

```
PLEASE INSERT THE CORRECT DATA DISK INTO
DRIVE ONE.
    <<PRESS SPACE BAR TO CONTINUE>>
```

NOTE: If multiple **DATA** disks are being used and it becomes necessary to add an additional course(s) to the course file, they **MUST** be entered onto **EACH** of the **DATA** disks using the UPDATE COURSE FILE option. Label the data disks, DATA DISK 1, 2, 3 etc. to aid in locating the proper disk.

Option 2 -- DELETE STUDENTS FROM FILE

The second option, "DELETE STUDENTS FROM FILE", is used to delete student data that has been previously entered. When a student is no longer enrolled in a vocational program this option is used to delete the student's information from the student file. Enter a 2 and press the **RETURN** key. The screen will display the following message:

```
- - - - - - - - - - - - - - - - - - - - - - - - -
!   PLEASE INPUT STUDENT IDENTIFICATION   !
- - - - - - - - - - - - - - - - - - - - - - - - -
STUDENT ID. -> ?________
```

Type in the student ID. number as shown below.

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
!   PLEASE INPUT STUDENT IDENTIFICATION      !
- - - - - - - - - - - - - - - - - - - - - - - - -
STUDENT ID. ->  55017___
```

The following options will now be displayed:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, in this case the student ID number, pressing the letter R will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' IF CORRECT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen ready for further deletion of student data records.

'ESC' FOR LAST ENTRY

Pressing the **ESC** key on the upper left hand side of the keyboard tells the micro-computer that this is the last deletion to be made in the student file. The STUDENT FILE EDIT ROUTINE menu will be returned to the screen.

Since this is only student to be deleted from the sample data, press **ESC**.

If an attempt is made to enter a student number that is not contained in the the student file, the following message will appear:

```
STUDENT          NOT FOUND
<< PRESS SPACE BAR TO CONTINUE >>
```

Press the space bar to return to the STUDENT FILE EDIT ROUTINE menu. When all student data has been entered, use Option 8, CLOSE FILES AND EXIT before turning the computer off. Remember, never turn off the micro-computer without using the CLOSE FILES AND EXIT menu option.

PART VI
CLASS ENROLLMENT DATA

When STUDENT RECORD FORMs have been completed for each student and course enrollment at mid-term of the semester or quarter has been verified, course enrollment data may be entered into the computer.

Course enrollment information may be taken off class lists for each of the approved vocational courses. Listed below is a description of each variable to be entered into the computer. An example class list is included at the end of this section.

Variable Descriptions -- Class Data

Course Number -> This number is entered prior to the list of student names from the class list. This locally assigned course number is used by the computer to match courses with vocational programs.

EXAMPLE: B100 (See Example, page 66)

Student ID Number -> This is the ID number that has been assigned to each student. The ID number is used by the computer to locate the student in the disk file and place the enrollment information into the student's record.

EXAMPLE: 55022 (See example, page 66)

Vocational Enrollment Information Continued

Coop. Training Station O.E. Code Number -> When entering course enrollment information for Cooperative Education Courses, O.E. Code Number corresponding to the training station occupation must be entered for each student.

EXAMPLE: 14.0203 = Student employed in data processing

Adult Variable Contact Hours -> In adult courses where students are enrolled in portions of the total course or in cases where attendance for the entire course is not required for successful completion, the teacher must keep accurate records regarding the amount of time spent in the class. These contact hours will vary among the students enrolled and must be entered at this time.

EXAMPLE: 71 = Seventy-one contact hours in class

Data Entry Procedures -- Class Enrollment Data

Class enrollment information is entered from the STUDENT FILE EDIT ROUTINE menu. If that menu is not on the screen, close the data file if using the COURSE UPDATE ROUTINE and place the MICRO-VERS PROGRAM disk into the disk drive and either turn the micro-computer on using the switch located on the back left side of the micro-computer, or, if the computer is presently on, type the command **PR#6** followed by pressing the **RETURN** key.

The MICRO-VERS DATA MANAGER menu will be displayed on the screen. Select Option Two, UPDATE STUDENT FILE and press **RETURN**. After inserting the data disk as instructed, the STUDENT FILE EDIT ROUTINE is displayed on the screen:

```
  *********************************
  *                               *
  *   STUDENT FILE EDIT ROUTINE   *
  *                               *
  *******DISK IS 2.2% FULL*******

   1) ADD STUDENTS TO FILE
   2) DELETE STUDENTS FROM FILE
   3) ENTER CLASS LIST
   4) EDIT STUDENT ENTRIES
   5) ENTER VARIABLE CONTACT HOURS
   6) ENTER COOP. CLASSES
   7) ENTER SPECIAL ED. COOP(18.9906)
   8) CLOSE FILE AND EXIT
PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

Option 3 -- ENTER CLASS LIST

To enter the enrollment data into the MICRO-VERS program, enter number Three and press **RETURN**. The micro-computer will display the message:

```
 __________________________
 !    ENTER CLASS LIST    !
 __________________________

    COURSE ID. ->  ?___
```

Enter the following Course ID. Number and press **RETURN** to illustrate this procedure.

COURSE ID. B260

As the computer can search for an Course ID number much faster than a course name, ID numbers are entered. After entering the COURSE NUMBER and **RETURN**, the micro-computer verifies that the course number is contained in the course file. If the course number has not been previously entered into the course file, or if the number is incorrectly typed, the micro-computer will immediately respond:

```
        COURSE (NUMBER) NOT FOUND
   << PRESS SPACE BAR TO CONTINUE >>
```

If the Course ID number is correct, the following will appear:

```
              COURSE ID -> B260

   ?________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________
   _________  _________  _________  _________

      PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the following students into the class list. After each student ID. number is entered, press **RETURN**. Note: Press **RETURN** after the last entry before pressing the ESC key.

```
                   COURSE ID -> B260

     55048____  55019____  55018____  55020____
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________
     _________  _________  _________  _________

         PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

> NOTE: If a mistake has been made while entering the student ID numbers, hold down the shift key while pressing the comma key, (upper case comma = <), to back up one ID number at a time.

When all student ID numbers have been entered, press the ESC key to indicate the list is finished. The STUDENT FILE EDIT ROUTINE menu will be returned. The enrollment data for each vocational class is entered in the above manner with the exception of cooperative education classes. The entry of coop. classes is discussed later under Option Six.

If a single class should happen to have a larger enrollment than is allowed for on the screen, (36 students), type 'ESC' after the thirty-sixth student has been entered and then access

Option Three again from the STUDENT FILE EDIT ROUTINE and type in the same course number. This will allow for an additional thirty-six students to be entered. For further data entry practice:

Enter student 55106 into the Carpentry Apprentice class, A400.

Enter student 55024 into the Clerical Office Proc class, B250.

Enter the students in Orientation to Business Occupations, B100 from the example class list shown on page 66.

This concludes the class list data entry. Press ESC to return to the STUDENT EDIT FILE ROUTINE. Cooperative education students will be entered under Option Six.

Option 4 -- EDIT STUDENTS ENTRIES

Option number four, "EDIT STUDENTS ENTRIES", allows student information which was previously entered to be viewed and edited. The information is viewed in two parts:

1. The information entered in Option One: "Adding Students to File"
2. The class information entered from the class lists (Option Three). A list of classes the student has taken to the present point in the school year may be viewed.

As the information is viewed, an opportunity to make changes in it will be provided. Enter a 4 and press RETURN. The following screen will appear:

```
       - - - - - - - - - - - - - - - - - - - - - - -
       ! PLEASE INPUT STUDENT IDENTIFICATION      !
       - - - - - - - - - - - - - - - - - - - - - - -
     STUDENT ID. ->  ?_______
```

Mayberry Community District #100

Course Name: Orientation to Bus Occup

Course ID : B100

Semester : Fall, 1982

Room : 222

Period : 2

Instructor : Elliott Turner

Class List

	Student Name	ID Number	Grade Level
1.	Bottoms, Tom	55048	9
2.	Falls, Sharon	55022	11
3.	Jordan, Joann	55024	10
4.	Peterman, Jim	55019	12
5.	Singleton, Janet	55038	9

In order to edit a student's file, the student's ID. number is typed into the micro-computer. After pressing the **RETURN** key, changes may be made to the student's file. If the student's ID. number has not previously been entered, or if you have incorrectly typed the number, the following message will appear. For example, enter ID Number 55000 and press ESC.

```
        STUDENT 55000 NOT FOUND
   <<PRESS SPACE BAR TO CONTINUE >>
```

Pressing the space bar returns you to the STUDENT FILE EDIT ROUTINE menu. If the student's ID. number is contained in the STUDENT FILE, the file will appear on the screen. To change the student information, simply type in the new information **right over** the incorrect entry and press **RETURN**. If you do not wish to change a line entry, pressing **RETURN** will automatically advance to the next line. Try editing student ID number 55020 in the following manner:

```
- - - - - - - - - - - - - - - - - - - - - - -
!  PLEASE INPUT STUDENT IDENTIFICATION      !
- - - - - - - - - - - - - - - - - - - - - - -
   STUDENT ID. -> 55020___
```

When the RETURN key is typed, the usual message for RE-ENTER, ACCEPT or LAST ENTRY is given. Type ESC to this request.

The following will appear on the screen. Note that the ? cursor hides the first letter of the student's name. In addition, note that a new variable, PROGRAM COMPLETER, has appeared on the bottom of the screen. The use of this variable will be described in Part VII.

```
STUDENT NAME -> ?MITH_JANE__________
SCHOOL ID. NUMBER -> _ _
     STUDENT ID. NUMBER -> 55020____
SEX -> F    GRADE LEVEL -> 11
            ETHNIC/RACE -> 2
OVER-AGE/UNDER-ACHIEVER -> _
  HAND. COND. -> ___     SERVICE -> __
DISADV. COND. -> ___   SERVICE -> __
PROG. COMPLETER -> _
```

Change this student's grade level from 11 to 12.

Note: Did you notice that you were not given the opportunity to change the student's ID. number in this option? The student ID. number is essential to the proper operation of the MICRO-VERS DATA MANAGER. Therefore, it must not be altered. To change a student's ID. number:

1. Delete the student using option two, DELETE STUDENTS FROM FILE.
2. Add all of the correct data on the student using option one, ADD STUDENTS TO FILE.

After the student's grade level has been changed from 11 to 12 and the **RETURN** pressed repeatedly until the Program Completer entry has been passed, the message:

IS THIS CORRECT? Y/N

will appear at the bottom left of the screen. Press the Y key and then **RETURN**. Listed on the screen will be all the classes the student has taken this year:

```
1:   COURSES
2:   PROGRAMMING I
A)DD, D)ELETE OR E)XIT
```

The following descriptors apply:

A)dd - permits you to add courses to the student's list one at a time.

D)elete - permits you to delete courses from the student's list one at a time.

E)xit - returns you to the STUDENT FILE EDIT ROUTINE

Since the course list for this student is not to be altered, enter E followed by **RETURN**. The SAVE THE CHANGES Y/N message will appear on the screen before making the final alteration to the student file. Since a change has been made in Jane Smith's file, enter Y to make the change and return to the STUDENT FILE EDIT ROUTINE.

Option 5 -- ENTER VARIABLE CONTACT HOURS

If a class list is being entered for an adult class that has variable contact hours, Option Five, "ENTER VARIABLE CONTACT HOURS", will be used. When Option Five, "ENTER VARIABLE CONTACT HOURS" is selected, the following screen will appear:

```
     ENTER VARIABLE CONTACT HOURS
     COURSE ID. NUMBER -> ? _ _ _
     STUDENT ID.               HOURS
========================================
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -
   - - - - - - - - - - - -       - - -

    PRESS '<' TO BACK UP ONE ENTRY
   PRESS 'ESC' WHEN LIST IS FINISHED
```

Begin by entering the COURSE ID. NUMBER and press **RETURN.** The cursor will move to the first student ID. line entry. After filling in the student's ID number, press **RETURN** and the cursor will move to the HOURS entry. Enter the variable contact hours and press **RETURN.** The cursor will automatically advance to the next line entry. When all entries have been completed, use the **ESC** key. When the disk drive turns off, the STUDENT FILE EDIT ROUTINE menu will return.

Beginning Drafting was previously entered as a variable contact hour course. Type in **A300** in response to the course ID number. Press **RETURN.** Enter student ID number 55105. Teacher records indicate that this student attended class for 71 contact hours. Enter this amount in the HOURS column. This is the only student to enter at this time. Type ESC to return to the menu.

If more than fifteen entries for variable contact hours are to be made, simply select Option Five, "ENTER VARIABLE CONTACT HOURS", again and continue to enter the data until all entries are completed.

Option 6 -- ENTER COOP CLASSES

Since it is required that students enrolled in cooperative education classes be identified with an O.E. code number for their training station, Option Six is used to enter class lists for Coop. classes.

> **IMPORTANT NOTE:** This option will only accept six-digit O.E. Codes that have previously been entered into the course data file from the turn-around document. Prior to entering the coop. class list, determine if any of the students' training station job O.E. Codes do not exist on the course data file.
>
> If there are training station O.E. Codes that do not match existing O.E. Codes on the course data file, load the MICRO-VERS Program disk and select Option one, UPDATE COURSE FILE ROUTINE. From this routine, select Option one, ENTER NEW COURSES.
>
> Enter the program name that corresponds with the O.E. Code of the training station. Enter the O.E. Code number for the training station. When entering the course name, use the same name as entered for the program. The remaining information on the screen may be bypassed by pressing the RETURN key and exiting in the normal manner.
>
> Cooperative education students with the added O.E. Codes will now be accepted into the file. If in error additional O.E. Codes have been omitted, an error message, UNKNOWN O.E. CODE, will appear on the screen when the class list is loaded. In order for these students to be accepted by the system follow the directions in the preceding paragraph.

When Option Six, "ENTER COOP. CLASSES" is selected, the following screen will appear:

```
                    INPUT COOP. STUDENTS
                    ===== ===== ========
      ID. NUM.              O.E. CODE    CREDIT  # TERMS  SO
============================================================
 ? _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _
 _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _    _ _ _      _     _

           PRESS 'ESC' TO EXIT, ENTER '<' TO BACK UP
```

Begin by entering the student's ID. number, press **RETURN** and the cursor will move to the O.E. CODE entry. Enter the O.E. CODE of the job assignment and press **RETURN**. The cursor will move to the CREDIT entry. Enter the credit for the term. Press **RETURN** and the cursor will move to the #TERMS entry. Enter the number of terms student can take this class in one year. Press **RETURN** and the cursor will move to the SO entry. Enter a **Y** if the course is approved for Special Organization funding otherwise leave the space blank. Press **RETURN** and the cursor will move to the left side ready to enter the next student's ID. number.

Enter the following student data:

ID. NUMBER	O.E. CODE	CREDIT	# TERMS	SO
55022	14.0203	1	2	_
55019	17.1001	1	2	_
55020	14.0303	1	2	_
55018	14.0203	1	2	_
55024	14.0203	1	2	_

When all of the student data for the Coop. classes has been entered from the class lists, move the cursor to the next line as if ready to enter another student and press ESC. When the disk drive turns off, The STUDENT FILE EDIT ROUTINE menu will be returned to the screen.

If more than fourteen entries for cooperative education classes are to be made, simply select option Six, "ENTER COOP. CLASSES" again and continue to enter the data until all entries are completed. Pressing the ESC key will load the class list. When the disk drive turns off, you will be returned to the STUDENT FILE EDIT ROUTINE menu.

Option 7 -- ENTER SPECIAL ED. COOP (18.9906)

This option is only applicable if a separate cooperative education class (18.9906) is provided for handicapped students. Please refer to Option Six ENTER COOP CLASSES for specific directions in entering class lists. The directions and precautions are the same for both Options Six and Seven.

Option 8 -- CLOSE FILE AND EXIT

Option Eight is the normal way to exit from the MICRO-VERS system after completing work at the end of a data entry session. The screen will clear itself and the Applesoft cursor, "]", will be located in the upper left hand corner of the screen.

********CAUTION********
***** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT USING *****
***** THE "CLOSE FILE AND EXIT" MENU OPTION *****

If the micro-computer is turned off before closing the file, ALL OF YOUR HARD WORK WILL BE LOST!!

Remember to return the disks to their protective envelopes when you have finished using the MICRO-VERS program.

When the above course enrollment information has been entered for each of the approved vocational courses, this phase of data entry is complete. The next step in the process involves identifying completers of vocational education programs. Directions for completing this procedure is outlined in Part VII.

PART VII
VOCATIONAL PROGRAM COMPLETERS

Part IV of the VEDS report requires that, in addition to program enrollment, the number of students who have completed a vocational program be entered on each line 2 by racial/ethnic, sex, special needs and cooperative education categories (see table on page 85). A program completer is defined as:

"A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills".

MICRO-VERS aids the local agency in identifying these students through the use of Option 3, "UPDATE COMPLETERS", on the MICRO-VERS DATA MANAGER menu. A hard-copy print-out is provided which lists each student which meets the criteria for identification as a potential program completer. The local administrator may then check this list against student records to verify that the students have completed a sequence of courses comprising the vocational program with which they have been identified. Option 3 also allows the operator to enter the program completion status for each student who has completed the entire sequence.

Upon completing the input of the class enrollment data as outlined in Part VI, place the MICRO-VERS **Program** Disk into the disk drive and either turn the computer on or, if it is currently on, type in **PR#6**. When the MICRO-VERS DATA MANAGER menu appears, enter **3**, UPDATE COMPLETERS. The following message will appear on the screen:

```
PLEASE INSERT DATA DISK INTO DRIVE ONE
AND PRESS 'RETURN'
```

Remove the MICRO-VERS **Program** Disk and place the **Data** Disk into the drive. Press the **RETURN** key. The following COMPLETER UPDATE PROGRAM menu will appear on the screen:

```
           COMPLETER UPDATE PROGRAM
           ========= ====== =======

          1) GENERATE COMPLETER LIST

          2) ENTER COMPLETERS

          3) EXIT PROGRAM

    PLEASE ENTER NUMBER AND PRESS 'RETURN'
```

To generate a list of potential program completers, enter 1 and press **RETURN**. A message will appear on the screen which indicates the progress which the computer is making in identifying potential completers. When the search is finished, the following message will appear:

```
SEARCH FINISHED
FOUND 2 POSSIBLE COMPLETERS.

BEGINNING SORT PHASE.
```

The sample data entered earlier contained two students who met the criteria as grade twelve and were enrolled in a level 1 class. These students are now being arranged into alphabetical order. After a brief pause, the following message will be displayed:

```
     SORT PHASE COMPLETE
     PLEASE READY PRINTER.
<< PRESS SPACE BAR TO CONTINUE >>
```

Since there are potentially large numbers of students who may be identified as program completers, this portion of the MICRO-VERS system requires that a line printer be connected to the micro-computer. The hard-copy print-out that is produced will also allow the local administrator the time required to check student records against the list and make final decisions regarding completions. At this point the operator should turn the line printer power switch to on. When this is done, press the **SPACE BAR** to continue. The following table will be printed on the line printer:

```
STUDENT NAME          ID.        PROGRAM/COURSE
=================================================================
PETERMAN JIM        :55019      14.0203           COMPLETER ->_✓_
                                  PROGRAMMING I



SMITH JANE          :55020      14.0203           COMPLETER ->___
                                  PROGRAMMING I


===== FINISHED =====
```

The space to the right of the word COMPLETER in each student's record is provided for a check mark which is to be placed beside each student who has completed the vocational program indicated. For the sample data which has been entered, consider that Jim Peterman has completed the Computer Programming sequence, 14.0203.

When the printer has finished listing each of the potential program completers, the COMPLETER UPDATE PROGRAM menu will be returned to the screen. After each of the program completers has been identified on the print-out, select Option 2, ENTER COMPLETERS from this menu and press **RETURN**. The following will appear on the screen:

```
--------------------------------------------------
!               ENTER COMPLETER LIST             !
--------------------------------------------------

   ST. ID.       O.E.        ST. ID.       O.E.

  ?________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______
  _________    _______    _________    _______

     PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the student ID numbers and O.E. Code numbers for each of the students who have been identified as program completers on the check list. Press **RETURN** after entering each ST. ID. and O.E. The < symbol may be used to back up one entry in order to correct a mistake. When each program completer has been entered, press **ESC** to exit the program and return to the COMPLETER UPDATE PROGRAM menu.

Enter the ID number for Jim Peterman, **55019** and the O.E. Code for Computer Programming, **14.0203** onto the screen as directed above. After pressing **ESC** the menu will be returned to the screen and the student will have been recorded as completing the desired vocational program.

When all program completer have been identified and recorded in the computer files, select Option **3**, EXIT PROGRAM and press **RETURN**. The Applesoft cursor] will be returned to the screen and the Student **DATA** disk may be removed from the drive.

PART VIII
PRINTING THE REPORTS

Introduction

Part VIII of the MICRO-VERS User's Guide deals with displaying the Reimbursement Claims report and Parts III, IV and V of the VEDS report. The procedures explained in the previous sections must be completed before generating either report.

Report Generating

In order to generate the reports, place the **MICRO-VERS PRINTER** disk into the disk drive. Start the system by either turning the micro-computer power switch on, or if the micro-computer is already on, type the command **PR#6** followed by the **RETURN** key. When the program has been loaded, the following screen will appear:

```
PLEASE INSERT DATA DISK INTO DRIVE ONE
AND PRESS 'RETURN'
```

Remove the **PRINTER** disk at this time, remembering to return the disk to its protective envelope, and insert the **DATA** disk into the disk drive. Press **RETURN** to continue. The disk drive will access for a period of time while both the COURSE DATA and the STUDENT DATA are compiled by the micro-computer. Depending on the number of courses and students in the files, this process may take several minutes. The progress of the work being completed will be displayed on the screen.

IMPORTANT

DO NOT OPEN THE DISK DRIVE DOOR WHILE
THE DATA IS BEING COMPILED BY THE
MICRO-COMPUTER

It is not necessary that the operator sit in front of the micro-computer while the compilation is in progress. The computer will wait for further input when it has finished compiling the report data.

Program Tie Situations

Reporting mandates require that students enrolled in training level courses be reported in only one vocational program per school year. When students are enrolled in courses in two or more programs, the MICRO-VERS system automatically assigns students to the vocational program showing the larger number of credits. This results in the maximum reimbursement to the local agency. However, in cases when students are enrolled in two or more vocational programs showing equal amounts of credit, (a tie situation), the operator will be required to make a decision regarding the appropriate program.

Since the sample data loaded thus far contains a program tie for one of the students, the following screen will appear for that student.

```
                        PROGRAM TIES
STUDENT NAME: JORDAN JOANN
  STUDENT ID: 55024

TRAINING LEVEL COURSES IN WHICH STUDENT
IS ENROLLED
=============================================================
CLERICAL OFFICE PROC:14.0303
COOP. ED.           :14.0203
=============================================================
IN WHICH PROGRAM CODE DO YOU WANT THIS
STUDENT TO BE COUNTED?
1) 14.0203
2) 14.0303
SELECT ONE PROGRAM => 2
```

Make a decision regarding the program in which to claim as the student's program of study. In this case, enter a 2 corresponding to 14.0303 and press the **RETURN** key.

When all of the program tie situations have been completed, the micro-computer will display the following message:

```
ARE THERE OTHER DATA DISKS  Y/N?
```

'Y' RESPONSE

If more than one **DATA** disk has been used, answer the question **Y** for YES and press **RETURN**. The following message will appear:

```
PLEASE INSERT DATA DISK INTO DRIVE ONE
AND PRESS 'RETURN'
```

Remove the first **DATA** disk from the disk drive, replacing it in the protective envelope, and insert the next **DATA** disk into the disk drive. Press **RETURN** to continue. The disk drive will access once again for a period of time while both the COURSE DATA and the STUDENT DATA from the new disk are compiled and added to the data from the first disk by the micro-computer. Once again, you will be given the opportunity to make decisions in tie situations. These procedures will be followed until all of the DATA disks have been compiled.

'N' RESPONSE

A **N** response for NO to the screen will indicate to the micro-computer that the analysis of the COURSE DATA and STUDENT DATA is complete.. Since the sample data is contained on a single DATA disk, press **N** and **RETURN**.

Completing the Reports

```
WHERE WOULD YOU LIKE THE OUTPUT TO GO?

                1 )  SCREEN ONLY
                2 )  SCREEN AND PRINTER

PLEASE ENTER AND PRESS 'RETURN'
```

If it is desired that the report data is to be displayed on the monitor screen and printed copy of the data is not required, select Option One--SCREEN ONLY, and press **RETURN**. However, If printed copy is necessary, select Option Two, SCREEN AND PRINTER and press **RETURN**.

To complete the Reimbursement Claims and Parts III, IV and IV of the VEDS Reports, copy the data from the screen or the printed copy to its appropriate position on the report form. The name of the appropriate form as well as the position on the form is provided.

Since secondary students in the sample data were enrolled only in business classes, all of the tables prior to 14.0000 contain zeros in the sample presented. That table should appear as follows:

```
                         VEDS PART III
                         ==== ==== ===
               RACIAL/ETHNIC AND SEX DESIGNATIONS

14.0000  :  AI/AN  :  ASIAN  :  BLACK  :  HISP   :  WHITE  :
-----------------------------------------------------------
MALE     :      0  :      1  :      0  :      0  :      0  :
-----------------------------------------------------------
FEMALE   :      0  :      0  :      0  :      0  :      2  :
-----------------------------------------------------------

     PART III TOTAL =>  3

 HANDICAPPED          L.E.P.                 DISADVANTAGED
     2                  0                          0

     LEVEL  9/10 => 3
     LEVEL 11/12 => 0

              << PRESS SPACE BAR TO CONTINUE >>
```

The last screen for VEDS Part III displays the total for this section. Since program areas other than 14.0000 were not included in the sample data, this screen is the same as the one shown above.

The next screens after the VEDS Part III display data for VEDS Part IV for each of the O.E. Codes included in the sample data for which there is enrollment.

```
                    VEDS PART IV (11/12 ONLY)
                    ==== ==== == ====== =====
14.0203   :  AI/AN   :  ASIAN   :  BLACK   :  HISP    :  WHITE   :
----------+----------+----------+----------+----------+----------:
MALE      :        0 :        0 :        1 :        1 :        0 :
----------+----------+----------+----------+----------+----------:
COMPLETER :        0 :        0 :        1 :        0 :        0 :
----------+----------+----------+----------+----------+----------:
FEMALE    :        0 :        1 :        0 :        0 :        1 :
----------+----------+----------+----------+----------+----------:
COMPLETER :        0 :        0 :        0 :        0 :        0 :
------------------------------------------------------------------

    PART IV TOTAL =>  4
                      1

HANDICAPPED       L.E.P.             DISADVANTAGED
      0             0                      1
      0             0                      0

    CO-OP STUDENTS => 2
                      0

                << PRESS SPACE BAR TO CONTINUE >>
```

VEDS Part V information is displayed next. The following screen shows the data from the sample entered earlier:

```
                         VEDS PART V
                         ==== ==== =

                                    HAND.     LEP     DISADV.
                                    -----     ---     -------
PART III                                2       0           0
PART IV                                 0       0           1

TOTAL 1 AND 2                           2       0           1
=================================================================

MAINSTREAM NO SUPPORT                     0       0       0
   MAINSTREAM SUPPORT                     2       0       1
             SEPARATE                     0       0       0

              <<PRESS SPACE BAR TO CONTINUE >>
```

The reimbursement claims information are reported next. Part II of the claims report contains orientation level, (approval code 3), course enrollment data and an unduplicated count of special needs students eligible for claiming. Part III of the reimbursement claims report contains training level, (approval code 1), data. As with the VEDS reports, the information may be copied directly onto the prepared forms from the screen or the hardcopy print-out.

```
                 CLAIMS PART II
                 ====== ==== ==

     01.0000 =>        0.0  14.0000 =>         2.0
     04.0000 =>        0.0  17.0000 =>         0.0
     07.0000 =>        0.0  18.0000 =>         0.0
     09.0000 =>        0.0  TOT. SP =>         0.0

     HANDICAPPED TOTAL => 2.0

          L.E.P.  TOTAL => 0.0

    ECON./ACAD.   TOTAL => 1.0

           <<PRESS SPACE BAR TO CONTINUE >>

                 CLAIMS PART III
                 ====== ==== ===

   PROGRAM                O.E. CODE            TOT. ENR.
   ------------------------------------------------------
   COMPUTER PROGRAMMING    14.0203                     4

   LEVEL 1  COURSES     LEVEL  1 SP. ORG.
   NON-COOP      COOP     NON-COOP   COOP
   ------------------------------------------------------
         3.0         2.0         3.0       0.0

   PROGRAM                O.E. CODE            TOT. ENR.
   ------------------------------------------------------
   GENERAL OFFICE CLERK     14.0303                    1

   LEVEL 1  COURSES     LEVEL  1 SP. ORG.
   NON-COOP      COOP     NON-COOP   COOP
   ------------------------------------------------------
         1.0        0.0          0.0       0.0

          << PRESS SPACE BAR TO CONTINUE >>
```

Upon completing the above screens, the following message is displayed:

```
PLEASE INSERT PRINTER DISK IF ADULTS
ARE TO BE RUN, AND PRESS 'RETURN'

ELSE PRESS 'ESC' TO END PROGRAM
```

Remove the **DATA** disk from the drive, replace it with the **PRINTER** disk and press **RETURN.** After a short pause while the adult compiling program is being loaded the following message will be displayed:

```
PLEASE INSERT ADULT DATA DISK INTO DRIVE ONE
AND PRESS 'RETURN'
```

Remove the **PRINTER** disk from the drive and replace it with the Adult **DATA** disk. Press **RETURN.** The computer will now begin to compile the adult level enrollment information. This process will take a few minutes depending on the number of students and courses in the file. The operator may leave the keyboard while this operation is being conducted. The compiling status will again be displayed in terms of percent completed. When the compilation is complete, the message:

```
ARE THERE OTHER DATA DISKS  Y/N?
```

will be displayed. If additional data disk have been employed, respond with **Y** and follow the directions, otherwise, answer **N.** The VEDS and Claims data will now be displayed on the screen or printer as requested earlier. As students in the sample data were enrolled in the Beginning Drafting and Carpentry Apprentice classes, the only VEDS data that will be displayed are the industrial O.E. Codes, (17.0000). The screen appears as follows for VEDS Part III:

```
                       VEDS PART III ADULT
                       ==== ==== === =====
                RACIAL/ETHNIC AND SEX DESIGNATIONS

17.0000  :  AI/AN  :  ASIAN  :  BLACK  :  HISP   :  WHITE  :
------------------------------------------------------------
MALE     :      0  :      1  :      1  :      0  :      0  :
------------------------------------------------------------
FEMALE   :      0  :      0  :      0  :      0  :      0  :
------------------------------------------------------------

     PART III TOTAL =>  2

 HANDICAPPED          L.E.P.                DISADVANTAGED
     0                  1                         0

      APPRENTICESHIP =>  1

               << PRESS SPACE BAR TO CONTINUE >>
```

As there are no students to be reported in the sample data for VEDS Part IV, a message to that effect is displayed. The next screen that appears is VEDS Part V. The following displays that table:

```
                         VEDS PART V
                         ==== ==== =

                                    HAND.     LEP     DISADV.
                                    -----     ---     -------
PART III                              0        1          0
PART IV                               0        0          0

TOTAL 1 AND 2                         0        1          0
=============================================================

MAINSTREAM NO SUPPORT                   0        0      0
   MAINSTREAM SUPPORT                   0        1      0
             SEPARATE                   0        0      0

               <<PRESS SPACE BAR TO CONTINUE >>
```

The next tables to be printed out contain the reimbursement claims portion of the report. The first table, Claims Part II, contains only the eligible adult special needs students.

```
                    CLAIMS PART II
                    ====== ==== ==

             HANDICAPPED TOTAL => 0.0

                 L.E.P.  TOTAL => 1.0

             ECON./ACAD.  TOTAL => 0.0

          <<PRESS SPACE BAR TO CONTINUE >>
```

The next screen, Claims Part IV, contains the training level enrollment information. This table should appear as follows when reporting the sample data entered earlier:

```
                    CLAIMS PART IV
                    ====== ==== ==

PROGRAM                 O.E. CODE         TOT. ENR.
---------------------------------------------------
BEGINNING DRAFTING       17.1300              1

CONTACT HOURS                 SP. ORG.
---------------------------------------------------
     71.0                        0.0

PROGRAM                 O.E. CODE         TOT. ENR.
---------------------------------------------------
CARPENTRY APPR            17.1001             1

CONTACT HOURS                 SP. ORG.
---------------------------------------------------
     155.0                       0.0

          << PRESS SPACE BAR TO CONTINUE >>
```

This concludes the MICRO-VERS process. Information is taken from each of the tables presented on the screen or from the print-outs produced on the printer and copied to the forms supplied by the State Board. The finalized reports are submitted to the State Board in the usual manner.

PART IX
AUDITING PROCEDURES

The process of auditing the enrollment and expenditures for vocational education takes on a somewhat different approach under a computerized system. Checks for errors in computation and proper claiming of students is minimally necessary. Once the micro-computer software has been verified against a proven set of "test data", it can be assumed that if correct data has been entered into the program, correct results will be obtained. The audit procedure then becomes one of "spot-checking" the information sources, permanent school records and input documents. The following procedures will be followed by the auditor when carrying out this process.

1. Each item on the following list of information sources and input documents should be saved by the local educational agency for a period of five years:

   (a) All "Turn-Around Documents", Form 15-72
   (b) All STUDENT RECORD FORMS
   (c) All class lists and documentation verifying mid-term enrollment.
   (d) Documentation verifying excess cost services for handicapped and/or disadvantaged students.
   (e) MICRO-VERS PROGRAM Diskette
   (f) MICRO-VERS PRINTER Diskette
   (g) COURSE and STUDENT DATA Diskettes

2. The MICRO-VERS Program will be verified using a "test program" which the auditor will provide.

3. Samples of students will be obtained by the auditor using special auditing programs.

4. "Spot-checks" will be made with the appropriate input documents to verify the results obtained by the MICRO-VERS program.

5. If these checks are verified, no further audit on the claim forms will be necessary. A complete audit will be conducted when warranted.

PART X
APPENDICES

Appendix A - Sample Forms

Appendix B - Glossary of Terms

Appendix C - Resources

Appendix D - Supplemental Listing Programs

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

SCHOOL ID. NUMBER -> ☐☐

STUDENT I.D.# -> ☐☐☐☐☐☐☐☐☐

SEX -> ☐ GRADE LEVEL -> ☐☐

ETHNIC/RACE -> ☐

OVER-AGE/UNDER-ACHIEVER -> ☐

HANDICAPPING CONDITION -> ☐☐☐ SERVICE CODE -> ☐☐

DISADVANTAGE CONDITION -> ☐☐☐ SERVICE CODE -> ☐☐

(Codes for completing the above form on reverse side)

CODES FOR COMPLETING THE STUDENT RECORD FORM

School ID # -> Blank = Home School
01 - 99 = Assigned to Each Participating School Under Special Organization

Sex -> M = Male
F = Female

Grade Level -> 09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Race -> 1 = American Indian/Alaskan Native
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Over-Age/Under-Achiever -> Blank or N = No
Y = Yes

Handicap Condition -> H01= Mentally Retarded
H02= Hard of Hearing
H03= Deaf
H04= Speech Impaired
H05= Visually Handicapped
H06= Emotionally Disturbed
H07= Orthopedically Impaired
H08= Other Health Impaired
H09= Deaf/Blind
H10= Multihandicapped
H11= Learning Disability

Service Code -> Handicapped: Use service codes 01 - 19 below

01= Equipment Modification
02= Facility Modification
03= Reader, Interpreter, Note-taker
04= Special Occup. Class or Program
05= Special Educ. Resource Services
06= Special Transportation Services
07= Remedial Math, English, Reading
08= Tutorial Services
09= Extra Counseling; Voc. Guidance
10= Job Placement and Follow-up
11= Adjusted Time
12= Material/Curriculum Modification
13= Special Equipment
14= Special Instructional Materials
15= Special Testing
16= Paraprofessional, Teacher Aide
17= Economic Assistance
18= Special Needs Coordinator
19= Other ______________________
20= Bilingual Voc. Instructor/VESL

Disadvantage Condition -> L01= Limited English Proficiency
D01= Lacks Reading Skills
D02= Lacks Writing Skills
D03= Lacks Math Skills
D04= Performs below grade level
D05= Economically Disadvantaged

rvice Code -> L.E.P. : Use service codes 07 - 20 above
Disadvantaged: Use service codes 07 - 19 above

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

VOCATIONAL EDUCATION REIMBURSEMENT CLAIM

T I. CERTIFICATION

School District Number ________ ______________ *Date*

Community College District Number ________

State Agency Institution *

______________________________ *Agency Name*

in the County of ______________________________

We, the undersigned, certify that the vocational education programs summarized on the attached pages for the current fiscal year have been operated in accordance with: 1) the requirements of the Vocational Educational Act of 1963 as amended and current Federal Regulations governing the administration and operation of vocational education programs; 2) the Five-Year and Annual State Plan for Vocational Education in Illinois and minimum requirements of the State Board of Education set forth therein; 3) the State and Federal Statutes governing operation of this educational institution; and 4) regulations established by agencies governing operation of this educational institution.

We approve and/or authorize the filing of claim for reimbursement and verify that a certification is on file with the Illinois State Board of Education, or the Illinois Community College Board, or the appropriate State Agency that this institution has met legal requirements for operating an institution of this legal class.

Date *Signature of Local Chief Administrator* *Date* *Signature of Secretary, Governing Board*

I have examined the attached claim for the vocational education program in the above named institution and certify this claim to be true and accurate to the best of my knowledge.

Date *Signature of Regional Superintendent*

Date *Signature of Agency Representative*
Illinois Community College Board

Date *Signature of State Agency Director*

PART II. ELEMENTARY, ORIENTATION AND SPECIAL NEEDS STUDENTS (not applicable in community colleges)

1. K-8 Elementary Occupational Information Program total enrollment (99.9901): ______________

2. Orientation courses (level "3" approved). List total credits or non-credit hours generated by occupational area.

TOTAL ORIENTATION LEVEL CREDITS GENERATED BY HIGH SCHOOL STUDENTS CLASSIFIED AS 9th, 10th, or 11th GRADE			
01.0000 Agricultural		14.0000 Office	
04.0000 Distributive		17.0000 Industrial	
07.0000 Health		18.0000 Special Programs	
09.0000 Home Economics		Total Orientation Claim Eligible for Special Organization Funding	

3. Special Needs Students - total handicapped and/or disadvantaged vocational education students who receive additional services to succeed in vocational courses. A student may be classified as both handicapped and disadvantaged if they meet the criteria and receive services in both areas.

HANDICAPPED Total Enrollment ______________

*DISADVANTAGED Total Enrollment:

Limited English Proficiency ______________

Economic or Academic ______________

**NOTE:* *A student may not be claimed as both a Limited English Proficiency and Economic or Academically Disadvantaged Student.*

DISTRICT CODE ________________

DISTRICT NAME ______________________________

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

PART III. Eligible Enrollments and Credits Generated in Approved Level "1" Funded Courses by Vocational Program

PROGRAM NAME (1)	PROGRAM CODE (2)	TOTAL ENROLLMENT (3)	TOTAL CREDITS IN LEVEL "1" COURSES		CREDITS APPLICABLE FOR SPECIAL ORGANIZATION FUNDING (LEVEL "1")	
			Non-Cooperative Education (4)	Cooperative Education (5)	Non-Cooperative Education (6)	Cooperative Education (7)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

DISTRICT CODE ______________

DISTRICT NAME ______________________________

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

PART IV. Eligible Enrollments and Contact Hours Generated in Non-Credit Approved Courses by Vocational Program

PROGRAM/COURSE TITLE (1)	PROGRAM CODE (2)	TOTAL ENROLLMENT (3)	TOTAL CONTACT HOURS GENERATED IN NON-CREDIT COURSES (4)	CONTACT HOURS APPLICABLE FOR SPECIAL ORG. FUNDING (5)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
26				

SECONDARY

— ISBE USE ONLY —
S

District or Institution Name

PART III - OTHER OCCUPATIONAL PREPARATION ENROLLMENTS

OCCUPATIONAL PROGRAM AREA (a)		SECTION A	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D LEVEL	
		PART III TOTAL (b)	American Indian/ Alaskan Native		Asian American Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handi-capped (m)	Limited English Proficiency (n)	Dis-advantaged (o)	9/10 (p)	11/12 (q)
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)					
01.00 Agriculture Occupations	1																
04.00 Distributive Occupations	2																
07.00 Health Occupations	3																
09.01 Occupational Homemaking	4																
09.02 Home Economics Occupations	5																
14.00 Office Occupations	6																
16.00 Technical Occupations	7																
17.00 Industrial Occupations	8																
18. Other Programs	9																
TOTAL PART III	10																

Column (b) = Columns (c) through (l)
Column (b) = Columns (p) + (q)
Line 10 for each Column = Lines 1 through 9 for each Column

ISBE 21-01 (1/82)

— ISBE USE ONLY —

S

____
District or Institution Name

PART IV - OCCUPATIONAL PREPARATION (11/12 Grades Only)

6-Digit OE Program Code (a)		SECTION A	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C - SPECIAL NEEDS			SECTION D
		TOTAL (b)	American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handicapped (m)	Limited English Proficiency (n)	Disadvantaged (o)	Co-op Students (p)
			Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)				
___.___ Name of Program:																
Enrollments	1															
Completers	2															
___.___ Name of Program:																
Enrollments	1															
Completers	2															
___.___ Name of Program:																
Enrollments	1															
Completers	2															
___.___ Name of Program:																
Enrollments	1															
Completers	2															
___.___ Name of Program:																
Enrollments	1															
Completers	2															
___.___ Name of Program:																
Enrollments	1															
Completers	2															

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ISBE 21-01 (1/82) Column (b) = Columns (c) through (l) for each Line (COPY AS NECESSARY)

District or Institution Name

— ISBE USE O

S

PART V - SPECIAL COUNTS

SECTION A - STUDENT TOTALS BY SPECIAL NEED CATEGORY				
(a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Total Number of Students Reported in Part III, Line 10, Section C	1			
Total Number of Students Reported in Part IV, Section C (Enrollments reported on Line 1)	2			
TOTAL OF LINES 1 and 2	3			

SECTION B - DISTRIBUTION OF STUDENT TOTALS (Part V, Section A, Line 3) BY INSTRUCTIONAL SETTING				
TYPE OF SETTING (a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Mainstream/No Support	1			
Mainstream/Support	2			
Separate	3			

SECTION C - NONPUBLIC STUDENTS ENROLLED IN CO-OP EDUCATION	
PROGRAM	UNDUPLICATED HEAD COUNT
Co-op (Only Formula Funded)	

ADULT

— ISBE USE ONLY —

A

District or Institution Name

PART III - OTHER OCCUPATIONAL PREPARATION ENROLLMENTS

OCCUPATIONAL PROGRAM AREA		SECTION A	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D
		PART III TOTAL	American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic		Handicapped	Limited English Proficiency	Disadvantaged	Apprenticeship
		(b)	Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)	(m)	(n)	(o)	(p)
01.00 Agricultural Occupations	1															
04.00 Distributive Occupations	2															
07.00 Health Occupations	3															
09.01 Occupational Homemaking	4															
09.02 Home Economics Occupations	5															
14.00 Office Occupations	6															
16.00 Technical Occupations	7															
17.00 Industrial Occupations	8															
18.00 Other Programs	9															
TOTAL PART III	10															

Column (b) = Columns (c) through (l)
Line 10 for each Column = Lines 1 through 9 for each Column

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— ISBE USE ONLY —

A

District or Institution Name

PART IV - OCCUPATIONAL PREPARATION

OE CODE		SECTION A	SECTION B - RACIAL/ETHNIC AND SEX DESIGNATION										SECTION C SPECIAL NEEDS			SECTION D	SECTION E TYPE OF RECOGNITION		
		PART IV TOTAL	American Indian/ Alaskan Native		Asian American/ Pacific Islander		Black Not Hispanic		Hispanic		White Not Hispanic								
(a)		(b)	Male (c)	Female (d)	Male (e)	Female (f)	Male (g)	Female (h)	Male (i)	Female (j)	Male (k)	Female (l)	Handicapped (m)	Limited English Proficiency (n)	Disadvantaged (o)	Co-op. Ed. (p)	1 Year or More (q)	Less Than 1 Year (r)	None (s)
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		
.		Name of Program:																	
Enrollments	1																▨	▨	▨
Completers	2																		

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(Line 1 & 2) Column (b) = Columns (c) through (l)
(Line 2) Column (b) = Columns (q) + (r) + (s)

(COPY AS NECESSARY)

—ISBE USE ONLY—

A

District or Institution Name

PART V - SPECIAL COUNTS

SECTION A - STUDENT TOTALS BY SPECIAL NEED CATEGORY

(a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Total Number of Students Reported in Part III, Section C	1			
Total Number of Students Reported in Part IV, Section C (Enrollments reported on Line 1)	2			
Total of Lines 1 and 2	3			

SECTION B - DISTRIBUTION OF STUDENT TOTALS (Section A, Line 3) BY INSTRUCTIONAL SETTING

TYPE OF SETTING (a)		HANDICAPPED (b)	LIMITED ENGLISH PROFICIENCY (c)	DISADVANTAGED (d)
Mainstream/No Support	1			
Mainstream/Support	2			
Separate	3			

APPENDIX B
GLOSSARY OF TERMS

- Academically Disadvantaged = Refers to persons who are two years below grade level in either of the following:
  - reading and writing skills
  - mathematical skills

  If students are disadvantaged for academic reasons and limited English proficiency, they should be claimed as limited English proficiency, not both. Operationally, academically disadvantaged students may be determined at the secondary level by reporting students enrolled in remedial programs or performing below grade level on standardized tests or failing a grade.

- Adult Non-Credit Training Level Course = An adult course which provides training level skills but is not part of a program sequence. These courses have an approval code of 6. All students are grade 30. Enrollment in these courses will be reported in VEDS Part III.

- Adult Non-Credit Training Level Program = An adult course which is part of a program sequence. These courses have an approval code of 5. All students are grade 30. Enrollment in these courses will be reported in VEDS Part IV.

- Adult Student = An adult student who is enrolled in a non-credit course with an approval code 5, 6, or 7 and is reported as grade level 30.

- Alaskan Native or American Indian= A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

- Apprenticeship = Related courses for persons registered by Federal or State government leading to journey-worker status. Apprenticeship courses receive an approval code 7. All students are grade 30. (VEDS Part III)

- Asian American or Pacific Islander = A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

- Black, not Hispanic = A person having origins in any of the black racial groups of Africa.

- Contact Hours = The number of hours an adult course is to meet during a given term.

- Contact Hours Claimed = The number of enrollments on the third session multiplied by the number of contact hours.

- Cooperative Education O. E. Code = All students enrolled in an approved cooperative education program will be assigned a 6 digit O. E. Code based on the training station placement.

- Economically Disadvantaged = Refers to any of the following:
  - Family income is at or below national poverty level
  - Participant, parent(s), or guardian of the participant is umemployed
  - Participant or parent of participant is recipient of public assistance
  - Participant is institutionalized or under State guardianship

  If students are disadvantaged for economic reasons and limited English proficiency, they should be claimed as limited English proficiency, not both. Operationally, economically disadvantaged may be determined by reporting students at the secondary level who are participating in a free or reduced lunch program, Aid to Families of Dependent Children program or work-study program.

- Handicapped Student = A person who is classified in one of the following eleven handicap conditions, enrolled in a vocational education program and has an Individual Education Plan (IEP) as prescribed under P.L. 94-142. Substantive evidence of a handicapping condition must be on file either from medical records or, where appropriate, by psychological (and/or psysiological) diagnoses.

- Deaf = Means a hearing impairment which is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performances.

- Deaf/Blind = Means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special educational programs solely for deaf or blind children.

- Hard of Hearing = Means a hearing impairment, whether permanent or fluctuating, which adversely affects a child's educational performance, but which is not included under the definition of "deaf".

- Mentally Retarded = Means significantly subaverage general intellectual functioning existing concurrently with defects in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.

- Multihandicapped = Means concomitant impairments (such as mentally retarded/blind, mentally retarded/orthopedically impaired, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf/blind children.

- Orthopedically Impaired = Means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc,), impairments caused by diseases (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, fractures or burns which cause contractures).

- Other Health Impaired = Means limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, adversely affecting a child's educational performance.

- Seriously Emotionally Disturbed = The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance.

- An inability to learn which cannot be explained by intellectual, sensory, or health factors.
- An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
- Inappropriate types of behavior or feelings under normal circumstances.
- A general pervasive mood of unhappiness or depression. (continued on next page)
- A tendency to develop physical symptoms or fears associated with personal or school problems.

The term includes children who are schizophrenic or autistic. The term does NOT include children who are socially maladjusted, unless it is determined that they are seriously emotionally disturbed.

- Specific Learning Disability = Means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental sphasia. The term does NOT include children who have learning problems which are primarily the result of visual, hearing, or motor handicaps, of mental retardation, or of environmental, cultural, or economic disadvantaged.

- Speech Impaired = Means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a child's educational performance.

- Visually Handicapped = Means a visual impairment which, even with correction, adversely affects a child's educational performance. The term includes both partially seeing and blind children.

- Hispanic = A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

- Initializing Disks = Before a computer can use a diskette, the diskette must be initialized. Initializing a diskette erases all files from the diskette and places a copy of DOS in tracks 0, 1 and 2.

-Limited English Proficiency = Member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

- Mainstream/Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which added support services are provided with vocational funds.

- Mainstream/No Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which no support services are provided with vocational funds.

- Occupational Homemaking (09.0100) = This program includes courses planned to provide experiences which will provide males and females with the opportunities necessary for the development of the competencies needed to successfully combine the occupations of homemaking and wage-earning.

- Occupational Program = A planned sequence of courses, services or other vocational education activities specifically associated with a 6-digit OE code, designed to meet specific vocational objectives.

- Orientation Level Course = A course approved at a level 3 whose enrollment for funding purposes is restricted to grades 9, 10, and 11. There is no limit on the number of orientation level courses in which a student may be claimed.

- Over Age/Under Achiever = A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be claimed in training level courses.

- Potential Adult Completer = An adult student who is enrolled in an approved level 5 course and has finished a planned sequence of courses designed to meet a occupational objective that teaches entry-level job skills.

- Potential Program Completer = A grade 12 student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills.

- Recognition = Refers to the type of award (such as a certificate) given adult program completers for completion of a defined sequence of courses, services or activities designed to meet a vocational objective as defined in advance by the institution offering the program.

- Separate Settings = Refers to a program in which the person with special needs is enrolled at a regular school or separate institution in a vocational education program where enrollment is limited to handicapped, limited English proficiency or disadvantaged persons. Includes all students in the following O. E. Coded programs: 18.9900, 18.9905, 18.9906, 18.9907 18.9909. (VEDS Part V, Sec. B)

- Secondary Training Level Course = An approved level 1 course which is specifically associated with a 6-digit OE code and is designed to meet specific vocational objectives. Enrollment for funding purposes is restricted to grades 11 and 12.

- Turn-Around Document = Portion of the the Local Plan for Vocational Education which is used for approval of vocational programs and courses. Form 15-72. Formerly referred to as Form VE-4 and VE-6.

- Unduplicated Count = Means an individual is reported in only one program regardless of the number of programs in which he or she was enrolled during the year.

- VEDS = Vocational Education Data System. Annual report required of each local education agency who receives Federal funds for vocational education.

- Variable Contact Hours = The number of hours each individual student is in attendance during a given term.

- Variable Contact Hours Claimed = The total number of actual contact hours for all enrolled students during a given term.

- White, not Hispanic = A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPENDIX C
RESOURCES

Hardware Documents

1. Apple Computer Inc., Apple][Reference Manual, Cupertino, Ca: 1980.

2. Apple Computer Inc., Applesoft][Programming Reference Manual, Cupertino, CA: 1980.

3. Apple Computer Inc., Applesoft][Tutorial Manual, Cupertino, CA: 1980.

4. Apple Computer Inc., The DOS Manual, Cupertino, CA: 1980.

5. Osborne, Apple][User's Guide, McGraw Hill, Berkeley, CA: 1981.

Illinois State Board of Education Documents

1. Handbook for Vocational Education Program Planning, Springfield, IL: 1980.

2. Instructions for Forms ISBE 21-01, Secondary Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

3. Instructions for Forms ISBE 21-05, Adult Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

4. Local District Plan for Vocational Education, Springfield, IL: (Annual Revisions).

5. Rules and Regulations for the Administration of Vocational Programs, Springfield, IL: 1980.

6. Vocational Education for Handicapped, Limited English Proficiency and Disadvantaged Persons, Springfield, IL: 1981.

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APPENDIX D
SUPPLEMENTAL LISTING PROGRAMS

Two programs are available on the MICRO-VERS PROGRAM disk which will allow the operator to search the course and student files for specific information. These programs are particularly helpful in locating potential errors which have been made when entering data. In order to use these programs, use the following list of procedures:

1. Insert the MICRO-VERS Program Disk into the disk Drive and turn the computer power switch on. When the MICRO-VERS DATA MANAGER menu appears, press the **RESET** key in the upper right corner of the keyboard. Some Apple computers require that the **CRTL** key be held down whle pressing the **RESET** key. This will cause the computer to exit the MICRO-VERS System and the Applesoft cursor] to be displayed on the screen. (If the computer is currently on and the Applesoft cursor] is displayed on the screen, proceed to step 2).

2. When the Applesoft cursor] is displayed on the screen, Type **CATALOG** followed by **RETURN**.

3. The following list of programs will be displayed:

```
MICRO-VERS DATA MANAGER
STUDENT EDIT
COURSE EDIT
INITDISK
COMPLETER PROGRAM
SEARCH PROGRAM
LIST COURSES TO PRINTER
```

4a. The SEARCH PROGRAM is used to search the Student File for various combinations of student data. By accessing the Student File in this way, errors in student records might be detected by comparing the computer file with the STUDENT RECORD FORM. To execute the SEARCH PROGRAM, type the following in response to the Applesoft cursor]:

RUN SEARCH PROGRAM followed by **RETURN**

Follow the directions of the program. After inserting the DATA disk as directed the STUDENT FILE SEARCH PROGRAM menu should appear on the screen. If the results of the searches are to be printed on the line printer as well as the video screen, select Option 2, ROUTE OUTPUT TO PRINTER before entering the search routine via Option 1, ENTER SEARCH ROUTINE.

After selecting Option 1, a menu of thirteen student variables will be listed as well as option 14 to START SEARCH and option 15 to CANCEL SEARCH. Any one of the thirteen variables may be selected by number if certain sub-categories of students are of interest. If all student records are to be listed, select Option 14.

After selecting the variable option number, a list of search criteria will be listed on the screen. These include: LESS than, EQUAL to, GREATER than, NOT LESS than, NOT EQUAL to, and NOT GREATER than. The search for student records is controlled by selecting one of these criteria. After selecting one of the criteria, the program asks for an OPERAND on which to conduct the search. For example, if Option 5, GRADE LEVEL had been selected, the EQUAL response will list all students in a single grade level. The grade level is entered as the OPERAND. If the LESS than criteria and the 11 OPERAND is selected all students who are less than grade level 11, i.e. ninth and tenth grades, will be listed.

When the criteria and operand have been selected, the Option menu will be returned to the screen. Select Option 14 to START SEARCH. After verifying the data selected and making several prompts regarding the format of the output, the student records which satisfy the criteria selected will be listed. This list may be checked against STUDENT RECORD FORMS to aid in detection of data entry errors.

4b. The LIST COURSES TO PRINTER program may be used to obtain a hard-copy print-out of the vocational courses and programs which have been entered. To execute this program, insert the MICRO-VERS PROGRAM Disk into the drive and type the following in response to the Applesoft cursor,]:

RUN LIST COURSES TO PRINTER followed by **RETURN**

Follow the directions on the screen and a list of vocational programs and courses will be listed on the line printer.